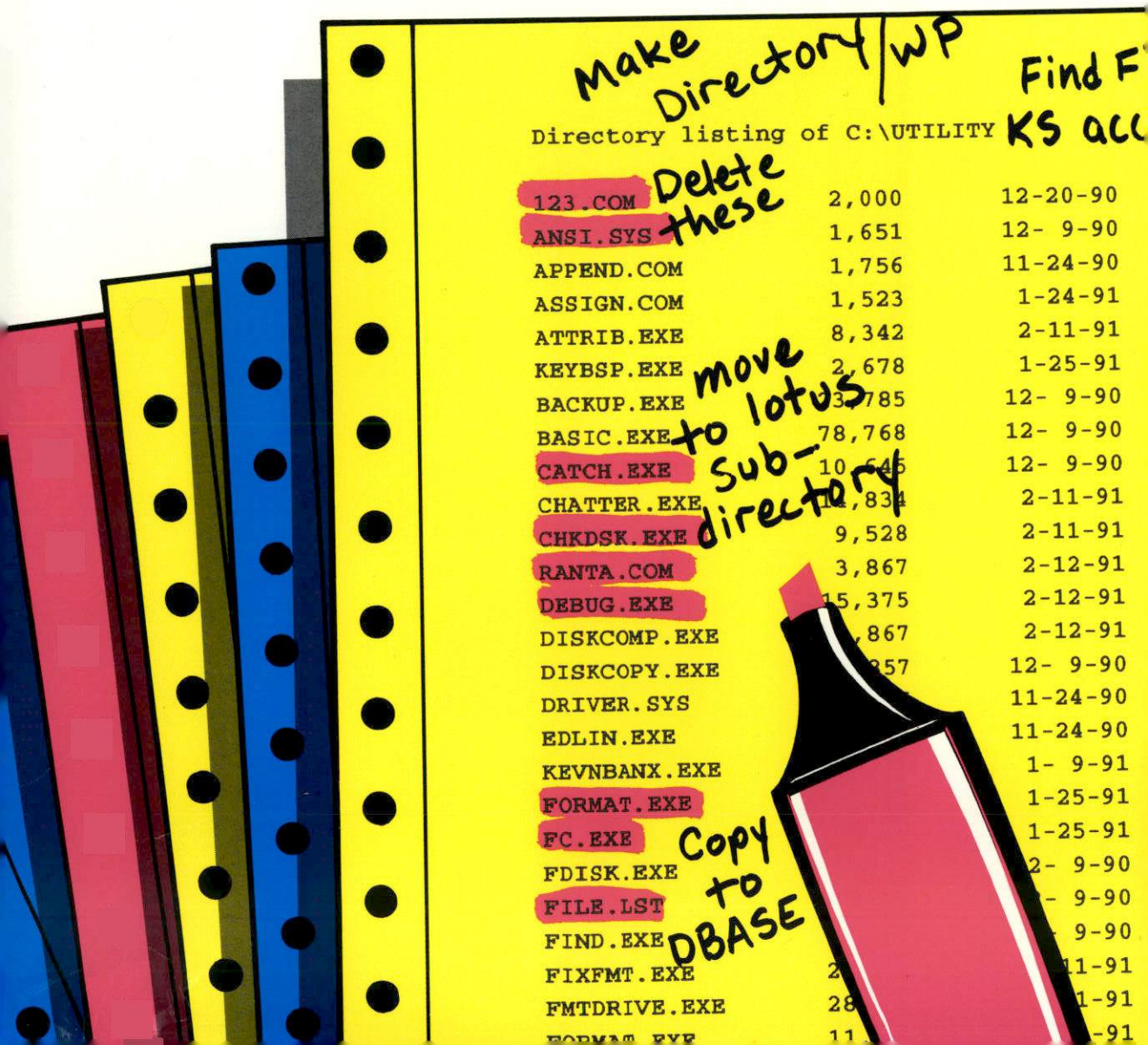
Q-DOS 3

Now Supports
MS DOS™ 5.0
DR DOS™ 6.0

Still…the Fastest Way to Easily Manage Your Hard Disk.



Important

Q314061693AE798

You must present this registration number for customer support.

Q-DOS 3™

Still ... The Fastest Way to Easily Manage Your Hard Disk.

User's Manual

Q-DOS 3™

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Introduction

Limited Warranty

Gazelle Systems warrants that the magnetic diskette on which the enclosed computer software is recorded and the documentation provided with it are free from physical defects in materials and workmanship under normal use.

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System Requirements

- IBM PC, XT, AT, PS/2 (or 100% compatible)
- PC-DOS/MS-DOS 3.0 or higher
- 384K RAM (Random Access Memory)

Materials

The following materials should be included in your Q-DOS package:

- Reference Manual
- Registration Card (return within 10 days)
- Software diskette containing the program files

Notational Conventions

The following terms and notational conventions are used throughout this manual:

Keynames

The names of the keyboard keys appear in small capital letters (e.g., ESC, ENTER, etc.). If two key names are separated by a plus sign (+), both keys should be pressed simultaneously.

ARROW Keys

The four ARROW keys are referred to as UP, DOWN, RIGHT, and LEFT.

DOS File Names

DOS file names are bolded and appear in small capital letters (e.g., AUTOEXEC.BAT, etc.).

Italics

Italics indicate the names and numbers of figures (screen illustrations, pictures, etc.).

Screen Options & Commands

The names of screen options and commands appear bolded and in regular-sized type.

Numbered Lists & Bulleted Items

A numbered list indicates a procedure with sequential steps. Bulleted items are informational and require no specific sequence.

Program Features

Here are the principle features available in Q-DOS:

- Creates and removes directories using a hierarchical "directory tree" map which allows easy access to your directories and simple file manipulation.
- Performs DOS commands (such as Copy, Rename, Erase, or Move) on individual files or groups of "tagged" files or entire directories.
- Finds any file by name or wildcards across one or multiple drives.
- Lets you view the contents of files in a variety of text and native formats.
- Sorts files by name, date, size, extension or attribute.
- Prints files, sorted file listings, and directory structure.
- Protects important data by letting you categorize files as "read-only" or "hidden".
- Provides a DOS prompt line for composing and executing any DOS command string.

New in Q-DOS

Side-by-side display - your screen can be easily configured to show any of the following:

- Side-by-side display of files from two different directories.
- Side-by-side display of the directory map and the files in a directory.
- Over-under display of two directory maps.

Unerase Files - restore files after they have been erased.

Mouse Support - using your mouse to perform all Q-DOS functions is quick and easy.

DOS Command History - Q-DOS keeps a record of the previous 15 DOS commands issued.

Network Support - Q-DOS can access drives and files on Novell™ and all DOS-compatible networks.
Uses only 3K of RAM - Q-DOS retains only 3K of RAM when running another program from inside Q-DOS.
Copy with Rename - you may copy files and rename them in the same process.
Wild Card Rename - you may rename many files with the wild card rename feature.
Configurable Menu Line - you can define the order of the Commands on the Command Line.
43 line display mode - Q-DOS supports the 43/50 line display mode.
132 column display mode - Q-DOS supports the 132 column display mode.
Find command searches all volumes - the Find command can search all drives attached to your system.
G-Edit - a powerful file editor that can edit multiple files and files of up to 16 megabytes.
Directory Prune, Graft, Rename and Erase - Q-DOS allows you to prune, graft, rename and erase directories from the Directory Map.
File Viewers - you can display the contents of many files in their "native" format.

Differences from Q-DOS II

Q-DOS 3 has a few important differences. These differences are designed to keep Q-DOS 3 the industry leader and give users more power over their systems. The differences between Q-DOS and Q-DOS II are:

Configurable Command Menu - Q-DOS 3 has many new commands available from the main screen; so many that all the commands will not fit on one screen. To switch between the two command lists, press O (for Other/menu). You can use the INSTALL program to configure the Q-DOS commands to be displayed in any order you wish on either section of the command menu.

Rename and Erase Option - The Rename option has been added to the Directory command and is used to rename directories. The Remove option under the Directory command in Q-DOS II has been changed to the Erase option. To erase a directory while in the Directory command you will need to press **E**.

Faster file viewer - the View command is faster.

Execute DOS Command - Single key execute of a DOS command.

Command Line History - Maintain up to 15 previous DOS commands by subdirectory or globally.

NOTE: If you will be using Q-DOS 3 and Q-DOS II on the same system, you will need to use the /L parameter when running Q-DOS 3. This is extremely important because both Q-DOS 3 and Q-DOS II create and use the file QDOS.LOG.

Help

Gazelle takes pride in Q-DOS and its user friendliness. We believe most of your questions regarding Q-DOS will be answered in this manual. On-line help is also available on each screen. To activate on-line help, press F1. To exit any help screen, press ESC.

If you encounter problems, we suggest you first try the following:

1. Make sure your system meets the minimum Q-DOS system requirements.
2. Double-check your installation procedures and reinstall the Q-DOS program if necessary.

If the problem still persists, follow these steps:

- Try to duplicate the problem, keystroke by keystroke.
- Be at your computer when you call customer support.
- Please have the following information on hand when you call:
  1. The serial number of the product from the first user manual.
  2. System configuration (type of computer, DOS version, etc.)

Installation

Q–DOS has been designed so installation on your system is fast and easy. The **QDSETUP** program installs the necessary program files for you, and will also help you customize Q–DOS for your particular system.

Before you begin the actual installation process we recommend you make a copy of your program diskettes. This can be done with the DOS **DISKCOPY** command (see your DOS manual for more information).

QDSETUP

To install Q-DOS, run the **QDSETUP** program as follows:

1. Select drive A (or the floppy drive you are currently using) from the DOS prompt by typing A: and press ENTER.
2. Type QDSETUP and press ENTER.

The **QDSETUP** main menu lists three options:

- **First Time Installation**
- **Setup Q-DOS**
- **Quit**

When installing for the first time, you should select **First Time Installation**. This will copy the files from your master diskette into the directory path you specify. The QDSETUP program will ask where you want Q-DOS to place its network log file (this log file is used by Q-DOS to keep directory information for each network drive scanned). NOTE: If you are attached to a network but do not have rights to create directories on the network, you will need to specify the default directory for the log file on your hard disk.

AUTOEXEC.BAT

In order to operate from any subdirectory on your hard disk, the Q-DOS directory will need to be added to the path command in the AUTOEXEC.BAT file. QDSETUP lets you perform this operation automatically or you can change it when the installation is complete. If you want QDSETUP to handle this for you, press **Y**. If not, press **N** and the installation will continue without performing these two operations.

Setup Q-DOS

You can use QDSETUP to customize the order of the commands on the command menu in Q-DOS. The menu customizing feature is provided so you can configure the commands to suit your needs or remove commands you feel might be dangerous. To do this, run QDSETUP as described above and then select **Setup Q-DOS** from the installation menu.

Running Q-DOS

To run Q-DOS at the DOS prompt, type **QD3** and press ENTER.

Mouse Compatibility

Q-DOS works with your mouse on any screen. When a mouse is recognized, a special mouse cursor will be displayed. The mouse button functions are:

- **Left Button** - single click selects a command or highlights a file or directory. Double click executes the file on the main screen if it is an .EXE, .COM or .BAT file.
- **Right Button** - terminates the current command, function or option (same as ESC).
- **Middle Button** (if available) - tags files or use both outside buttons.

The following is a list of words and symbols you can click with the left mouse button:

(n)xxxx	As if the letter between the ( ) was pressed (e.g., (N)ame in F8-Sort Files function).
Enter	As if ENTER was pressed.
ESC	As if ESC was pressed.
Home	As if HOME was pressed.
End	As if END was pressed.
PgUp	As if PGUP was pressed.
PgDn	As if PGDN was pressed.
SpaceBar	As if SPACE was pressed.
YES	As if Y (Yes) was pressed.
NO	As if N (No) was pressed.
Prompt	As if P (Prompt) was pressed.
F1 - F10	As if function key F1 through F10 were pressed.
← or →	Moves main cursor left or right one field.
↑ or ↓	Moves main cursor up or down one field.
▲	Scrolls the list in the display up one screen.
▼	Scrolls the list in the display down one screen.
◆	Moves to the beginning of the list in the display.
●	Moves to the end of the list in the display.

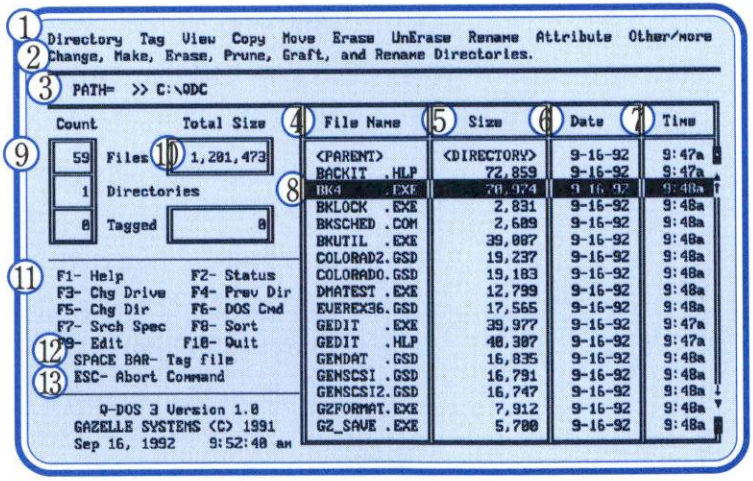
Configuring Q-DOS

Once you have installed and started Q-DOS, the **F2-Status** function allows you to view and change the following Q-DOS system configurations:

- Date
- Time
- On-line Editor Path
- Current File Display Mask
- DOS RAM Memory (view only)
- Beep (Speaker On/Off)
- Color Settings (Q-DOS screen colors)
- Sort Sequence
- Drives Available (view only)
- Screen Line Mode
- Scanning Options
- Command Line History

Main Screen

The Q-DOS Main Screen is displayed below. From here you select commands, functions, and options.



Q-DOS Main Screen

1. The Commands Menu displays the Q-DOS commands. To select a command, you can either:

   • Highlight the desired command and press ENTER.

   or

   • Press the first letter of the desired command.

2. Command Description - as each command is selected, a brief explanation appears on the screen, along with instructions describing how to enter information, toggle options, and return to the previous command level.

3. The Path Bar displays the name and path of the current directory.

File Information Columns

4. The File Name Column displays all file and subdirectory names in the current directory. If the item is the parent directory to the current directory, <PARENT> will appear.

5. The Size Column displays the size (in bytes) of each file in the current directory. If the named item is a subdirectory, <DIRECTORY> will appear.

6. The Date Column displays the creation/modification date of files and subdirectories in the current directory.

7. The Time Column displays the creation/modification time of files and subdirectories in the current directory.

8. The Horizontal Highlight Bar across the File Name, Size, Date, and Time columns is for file selection and to help you view individual file information.

   To highlight a file or directory, press UP, DOWN, PGUP and PGDN or use the mouse and press the left button. Press HOME to move the highlight bar to the beginning of the current directory list. Press END to move to the end of the list or use the mouse.

To quickly move the highlight bar to the next subdirectory, press + (plus). To move the highlight bar to the previous subdirectory, press – (minus).

Execute a highlighted program by holding down CTRL and then pressing ENTER (CTRL + ENTER), or you can highlight the program with the mouse and double click using the left button.

9. The Count Boxes show the following information about the current directory:
   - Total number of files.
   - Total number of subdirectories.
   - Total number of tagged files.

10. The Total Size Boxes show how much disk space is used by the following:
    - Entire list.
    - Tagged files.

11. The Function Keys activate specialized operations in Q-DOS and can be selected by pressing a function key (i.e., F1, F2, F3,...F10) on your key board or use the mouse to highlight their descriptions and press the left button.

12. SPACE BAR gives you the ability to mark (or tag) a group of files, allowing the same command to be executed on each. (A tag is a triangular pointer that appears to the left of a file name.)

    To tag or un-tag a file, highlight the desired file and press SPACE or use both buttons or the middle mouse button. Files can be tagged using the Tag command located on the menu line. The use of tags will simplify command executions on numerous files. Many of the commands located on the menu allow the use of tags.

13. ESCape - At any time you may press ESC to return to the main screen. Pressing the right mouse button will also perform this function. The ESC key cancels any command in process. This allows you to recover from commands that were executed improperly and gives more control over the operation of the program.

Brief Walkthrough

Q-DOS lets you do many things on your computer much easier than you can do with the same functions under DOS. However, this ease of use is of no value if you don't make use of it. The purpose of this section is to introduce you to Q-DOS by leading you through four scenarios. In each scenario, only the minimum keystrokes are outlined. The exploration of other options is left for you.

Directory Wandering

Q-DOS lets you see the directory structure of your hard disk as a tree. You can move your view of the files within each directory by moving from directory to directory and pressing ENTER.

Start Q-DOS by typing QD3 at the DOS prompt and then press ENTER (you must have installed Q-DOS by following the instructions in the Installation section of this manual).

The Directory command switches the display from the file view to the directory tree. To switch to the directory map, press **D** or position the mouse cursor on the word **Directory** at the top of the screen. If **Directory** is not displayed, move the cursor to **Other/more** to switch to the rest of the menu.

The directory map displays all of the directories on your hard disk in the form of a tree, with subdirectories appearing to the right and below the parent directory. Once you are in the directory map your current directory is displayed in a different color or in reverse. To move from directory to directory, use the Arrow keys or the mouse. If you want to see the files in the directory you have highlighted, press ENTER, or click the left mouse button. To return to the main screen, press ESC.

Find That File!

If you create numerous subdirectories it is possible to have multiple files with the same name, or to forget where a specific file is located. Q-DOS offers a quick way to find all files matching a certain file specification, and to move into the subdirectory containing the file once it is located.

Select **Find** from the command line by pressing **F** or placing the mouse cursor over the word **Find**.

Once the Find command is executed, you will be asked for a file specification. This file specification can be a specific file name (e.g., MYFILE.TXT) or a DOS file specification containing wildcard characters (e.g., MY*.T?T). For example, if you entered **A*.BAT**, Q-DOS would find all files that begin with the letter A and have the extension .BAT. The file AUTOEXEC.BAT will be one of the files matching this specification.

Q-DOS next asks if you want to search all drives. If you only wish to search the current drive, choose the default **NO** by touching **N** or pressing ENTER.

Next, the question is asked, "Pause when a match is found?" This time, select the default (YES) by touching **Y** or pressing ENTER. When Q-DOS finds a file matching the specification you entered, it will pause allowing you to compare the file name with the directory name to see if this is the file you are looking for.

The search for file names matching the A*.BAT specification will now begin. If your boot disk (usually drive C) is your current drive, you should find the AUTOEXEC.BAT file.

After each file is displayed, press SPACE to continue searching for files. If you want to "jump" to the directory containing the file just found, press **J**. When all directories have been searched a message will appear stating that the search is complete. Press SPACE to return to the command line.

Long DOS Commands

Do I have to type that long DOS command in again?

If you are an experienced DOS user, you probably often type long DOS commands, full of arguments, parameters, and switches. Q-DOS makes "remembering" long DOS commands easy by keeping a list of the previous fifteen DOS command lines entered.

Press F6 to run a DOS command. Notice that once F6 is pressed, the function key definitions in the lower left box change to reflect a new set of commands. To retrieve the list of previous commands entered, press F3. Note that only DOS commands run from within Q-DOS will be "remembered." To re-run a DOS command, position the cursor on the desired command and press ENTER or click the left mouse button.

If, after using Q-DOS for a while, you don't see your previous DOS commands listed, check the Configuration Screen by pressing F2. Q-DOS keeps DOS commands by Global History (one list, no matter what directory you are in) or History Per Directory (one list per subdirectory). Usually you execute quite different DOS commands from one subdirectory (e.g., spread sheets) than you do in another (e.g., games).

By the way, Q-DOS will only require 3K bytes of memory when running a DOS command!

Copying Directories with Subdirectories

"I hate using DOS to copy directories containing subdirectories!" We don't blame you, so does everyone else! However, Q-DOS makes it easy. . .

First, select **Copy** by pressing **C** or clicking on the Copy command with the mouse.

Second, select the **Directory** command by pressing **D** (for Directory) or click on Directory with the mouse.

Next, find the directories you want to copy by scrolling through the directory map. Press SPACE to tag only the highlighted directory, or press **T** to tag the current directory as well as all of its subdirectories. All tagged directory names will flash. Press ENTER and Q-DOS will return to the file display and ask you to enter the drive letter the directories are to be copied onto. You may enter the current drive letter or any of the other available drives, including floppies. If you press ENTER, Q-DOS will assume you want the drive you are currently copying from. The directory map will be displayed. Position the cursor on the directory where you want the selected directories to be copied. Press ENTER to begin the copy.

Commands

The Q-DOS commands allow you to manipulate your files and directories. You can customize the order of the commands using the INSTALL program. The menu customizing feature is provided so that whether you are a new or an experienced Q-DOS user, you can configure the commands to suit your own needs.

To select a Q-DOS command, perform one of the following:

- Highlight the desired command and press ENTER.
- Move the mouse cursor over the desired command and press the LEFT button.
- Press the first letter of the command.

NOTE: The Q-DOS commands are always available from their respective "Hot Keys." Hot Keys are the key strokes which immediately activate a command or function (always the first letter in the command name: e.g. press **L** *to access the* **Layout** *command). A desired command does NOT have to appear on the main screen before being selected. This feature is to help you quickly access Q-DOS commands.*

The following is an alphabetical listing of the commands available and a description of each, including their options:

Attribute

The Attribute command on the menu allows you to display and change the attributes of your files, including date and time. You can change the attribute of a single highlighted file or many tagged files.

To select the Attribute command, use one of the following:

- Highlight **Attribute** with the ARROW keys and press ENTER.
- Press **A**.
- Use the mouse to highlight **Attribute** and press the LEFT button.

The Attribute command displays two choices:

- **Highlighted** – for changing the attributes of the highlighted file.
- **Tagged** – for changing the attributes of tagged files.

Highlighted

To change the attributes of a highlighted file:

1. Press **H**.
2. The **Change File Attribute** box will appear showing the highlighted file's current attribute settings. Use RIGHT and LEFT to highlight the attribute to change, or use the mouse and click the left button.
3. Press SPACE or left mouse button to toggle the attribute setting between **YES** to **NO**. To change the **Date** or **Time** attribute, press SPACE or left mouse button, then type in the new date or time.

4. Press ENTER to save the attribute changes or press ESC to exit the **Change File Attribute** box without saving changes.

5. After pressing ENTER, a screen listing the tagged files will appear. To continue with the attribute changes, press ENTER. Press ESC to cancel.

Tagged

To change the attributes of all the tagged files:

1. Press **T**.

2. The **Change File Attribute** box will appear showing the eight possible attributes. Under each file attribute **N/C** is displayed for No Change, indicating this attribute will not be changed for all the tagged files. To change tagged files, use RIGHT and LEFT to highlight the attribute or use the mouse and click the left button.

3. Press SPACE or left mouse button to toggle the attribute setting from either **N/C**, **NO** or **YES**. To change the **Date** or **Time** attribute, press SPACE or the left mouse button, then type in the new date or time.

4. Press ENTER to save the attribute changes or press ESC to exit the **Change File Attribute** box without saving changes.

5. After pressing ENTER, a screen listing the tagged files will appear. To continue with the attribute changes, press ENTER. Press ESC to cancel.

File Attributes

There are eight possible file attributes: NORM, DIR, HID, SYS, R/O, ARC, Date and Time.

NORM – indicates a normal, non-directory file. Normal files may have the R/O and ARC attributes set to **ON**.

DIR – indicates the file is a directory file. This attribute cannot be changed in Q-DOS.

HID – indicates a hidden file or directory. Please use care when selecting this attribute. If you un-hide a hidden file which is part of a software protection scheme, the program may crash permanently.

SYS – most files with the SYS attribute are used to help start-up your computer. Activating this attribute may make the file invisible in particular DOS versions.

R/O – indicates a file which cannot be modified or erased, but only read. You can safely assign the R/O attribute to most program files. However, data files assigned this attribute may cause a program failure if these files must be modified by another program.

ARC – used by backup programs to determine which files to select for backup. The YES setting indicates a file which has been modified since it was backed up. The NO setting indicates a file that has not changed since the last backup. Changing the ARC attribute to NO may prevent a file from being backed up.

Date – indicates the date when the file or directory was created or modified. DOS sets this attribute automatically each time a file or directory is created or modified. NOTE: Modifying a file's Date attribute may prevent the file from being backed up.

Time – indicates the time a file or directory was created or modified. DOS sets this attribute automatically when a file or directory is created or modified. NOTE: You cannot change the Time attribute of a directory. Modifying a file's Time attribute may prevent the file from being backed up.

Copy

The **Copy** command on the main screen allows you to copy individual or numerous tagged files from the current directory to another directory on any drive. The **Copy** command will also

copy subdirectories (and their directory structure) to another directory on any drive.

The **Copy** command displays three choices:

- **Highlighted** – for duplicating a highlighted file.
- **Tagged** – for duplicating several tagged files.
- **Directory** – for duplicating subdirectories.

Highlighted and Tagged

To copy highlighted or tagged files:

1. Select **Copy** from the Q-DOS menu.
2. From the list of functions displayed in the Copy menu, select **Highlighted** or **Tagged**.
3. At the prompt, press the drive letter you want to use.
4. Highlight the destination directory for the copied file(s) and press ENTER. At this point you can choose a different destination drive by pressing **S** (Scan) or **C** (Change Disk). Then, highlight a directory in the newly displayed directory map and press ENTER.
5. To continue the Copy command, press ENTER. If you wish to choose a different destination directory, press **D**. Then, begin with step 4.
6. To overwrite file(s) in the destination directory having the same name as the file(s) being copied, press **Y**. Press **N** if you don't want to overwrite files. If you press **P**, Q-DOS will ask whether you wish to overwrite a duplicate file. Pressing **Y**, **N** or **P** completes the Copy command.

Directory

To copy directories:

1. Select **Copy** from the Q-DOS menu.
2. From the list of functions displayed in the Copy menu, select **Directory**. The Q-DOS directory map will be displayed.

The directory map displays the following functions:

- **SPACE BAR** – press SPACE to tag or untag a highlighted directory.
- **Tag all subdirs** – press **T** to tag a highlighted directory and its subdirectories.
- **Untag all subdirs** – press **U** to untag a highlighted directory and its subdirectories.
- **ESC** – press ESC to terminate the **Copy Directory** command.

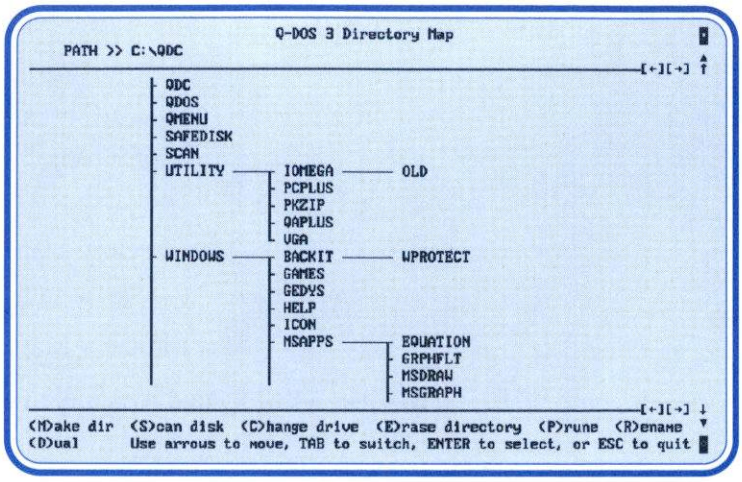
The **Tagged Size** box at the bottom right displays the size of all tagged directories in bytes. This is helpful when copying directories to a floppy disk. After tagging the desired directory(s), press ENTER.

3. At the prompt, enter the drive letter to which the tagged directory(s) will be copied. A directory map of the specified drive will be displayed. This screen allows the selection of a destination directory or the creation of a new directory on the drive. To create a new directory, press **M**.

4. To complete the **Copy** command, highlight the destination directory and press ENTER.

Directory

The **Directory** command on the menu shows the directory structure of the current disk in a tree diagram called the Directory Map.



The Directory Map

Directory Map

The **Directory Map** allows you to make directories, scan drives, change to another disk, erase directories, prune and graft directories, rename, or display the files in any directory. You may exit Q-DOS to leave you in the highlighted directory.

Moving Through the Directory Map

Use the arrow and positioning keys or the mouse to move through the directory structure. The following is a list of positioning keys available in the Directory Map:

UP	Moves the cursor up one level in the structure.
DOWN	Moves the cursor down.
RIGHT	Moves the cursor to the next lower subdirectory.
LEFT	Moves the cursor to the parent directory of the highlighted subdirectory.
BACKSPACE	Moves the cursor to the next higher subdirectory or directory.

PGUP	Moves the cursor up one Directory Map screen.
PGDN	Moves the cursor down one Directory Map screen.
HOME	Moves the cursor to the top of the Directory Map.
END	Moves the cursor to the end of the Directory Map.

To select a highlighted directory to view, press ENTER or highlight it with the mouse and press the left button.

To quickly move the cursor to a specific directory, hold down the ALT key and press the first character of the directory name. This moves the cursor to the next directory that starts with the specified character.

The Directory Map screen displays several options:

- **Make dir** – for making directories and subdirectories.
- **Scan disk** – for scanning a disk drive.
- **Change Disk** – for selecting a new drive and its current directory.
- **Erase Directory** – for deleting directories and subdirectories.
- **Prune** – for removing a subdirectory from a directory and optionally graft it onto another directory on the same drive.
- **Graft** – for attaching a pruned subdirectory to a new directory.
- **Rename** – for renaming a directory.
- **Dual** – for displaying two Directory Map windows.

Make dir

To make a new directory:

1. Use UP, DOWN, RIGHT, LEFT to highlight the directory that the new directory will be attached to and press **M**.
2. Type a valid DOS file name (see Appendix F) in the **Make Directory** box and press ENTER.

Scan disk

The **Scan Disk** option is provided to scan the specified disk and display any file or directory changes that may have occurred. The **Scan Disk** option creates a log file (QDOS.LOG) which Q-DOS will look for when you select the **Change Drive** option to quickly display the directory map.

To scan a disk drive:

1. Press **S**.
2. Press the corresponding drive letter of the desired drive.

NOTE: If you will be using Q-DOS 3 and Q-DOS II on the same system, you will need to use the /L command line parameter when running Q-DOS 3. At the DOS prompt type QD3 /L and press ENTER. This is extremely important because both Q-DOS 3 and Q-DOS II create and use the file QDOS.LOG. However, internally they are different files and are not compatible. You will need to rescan your drive after using a disk optimizing product!

Change Drive

The **Change Drive** option allows you to view the directory map of another drive. This option reads any available Q-DOS log file to quickly display the desired directory map. If no log file is found, the desired drive will be scanned and a log file will be written.

To change to a new drive:

1. Press **C**.
2. Press the corresponding drive letter of the drive.

   As in Q-DOS II, pressing **L** will also perform this command.

Erase directory

The **Erase Directory** option allows you to erase a highlighted directory. You can also erase the directory's files and subdirectories.

To erase a directory:

1. Highlight the directory you wish to erase and press **E**. The directory will disappear from the display.
2. If the directory contains files or subdirectories, a confirmation prompt will appear. To continue and erase the files and subdirectories, press **Y**. To abort, press **N**.
3. Hold down ALT and press **E** to begin erasing the files.

NOTE: If you erase a directory, all its subdirectories and their files will be erased as well. Once erased, this directory structure will be unrecoverable!

Prune and Graft

To prune a subdirectory and its directory structure, highlight the subdirectory you wish to prune and press **P**.

To subsequently graft the pruned subdirectory on to a new directory, highlight the desired directory and press **G**. The **Graft** command will only appear after selecting **Prune**.

You can use the mouse to perform the above operation by highlighting the desired subdirectory and pressing the left mouse button. Then, highlight **Prune** and press the left button.

To perform a graft using the mouse, highlight the directory you wish to graft the pruned subdirectory onto and double click the left button.

Rename

To rename a directory:

1. Highlight the chosen directory and press **R**.
2. Type a valid DOS file name in the **Rename** box and press ENTER.

Dual

The **Dual** option displays two windows, one displaying the Directory Map for the current directory, the other displaying the Directory Map for the previous directory. The active window has a double-line border. To switch from the active window to the inactive window, press TAB or move the mouse to the desired screen and press the left button.

The **Dual** option is useful when comparing the contents of two different drives. All the Directory Map functions are available when using the **Dual** option.

NOTE: The Function keys F1, F3, F6, F8, and F10 are still active while in the Directory Map screen.

Erase

The **Erase** command on the menu allows you to delete files from the current directory. The Erase command displays two choices:

- **Highlighted** – erases a highlighted file or directory.
- **Tagged** – erases several tagged files.

Highlighted

To erase a highlighted file, select Erase from the Q-DOS menu. Then, hold down ALT and press **E** to execute the erase command. The highlighted file will disappear from the display.

Tagged

To erase several tagged files:

1. Select **Erase** from the Q-DOS menu.
2. From the list of options displayed in the Erase menu, select **Tagged**.
3. Hold down ALT and press **E** to execute the erase command.

Find

The **Find** command on the menu allows you to search for files in every directory on the current drive or across all drives. The **Find** command will locate files according to file name.

To find a file:

1. Select **Find** from the Q-DOS menu.
2. At the prompt, type in the file name you want to find and press ENTER.

- If you are not certain of the file's name, you can enter a wildcard character. The wildcard characters * or ? let you search for groups of similarly named files. For example, typing **A*.*** searches for all files beginning with the letter A. The * can be used in place of any letter or group of letters at the end of the name and/or extension. The ? can be used in place of any single letter. For example, typing **D?D.BAT** searches for all three letter file names with .BAT extensions, beginning and ending with the letter D and having any single character between the D's. The Wildcard follows the standard DOS wildcard conventions.
- If you type **ABC** with no extension, Q-DOS assumes the use of .* extension and will search for all ABC named files using any extension (e.g., ABC.TXT, ABC.EXE, ABC.DOC, etc.).

- If you type **ABC.**, Q-DOS will search for all ABC files having no extension name.
- If you have previously run the **Find** command, you can re-use your last search string by holding down CTRL and pressing **R**. The previous search string will be displayed, allowing you to edit it or press ENTER to continue the Find command.

3. The **Find** command will next ask if you want to search all drives or only the current drive. To have Q-DOS search all drives, press **Y**. To search only the current drive, press **N** or ENTER.

4. To have the **Find** command pause when a matching file name is found, press **Y** or ENTER at the prompt. If not, press **N** and proceed to step 5.

   After finding a matching file, the file name and path will be displayed along with the following options:

   - **(C)ontinue** – press **C** to proceed with the search and display the next match.
   - **(J)ump** – press **J** to jump to the directory containing the file and return to the main screen.
   - **(V)iew file** – press **V** to view the file.
   - **(ALT + E)rase** – hold ALT down and press **E** to erase the newly found file.
   - **ESC** – press ESC to exit the **Find** command.

5. During the search, the matching file names and their directories will be displayed in succession. To temporarily suspend the search and examine the matching files, press any key (except ESC) at any time. To resume the search, press any key (except ESC).

Layout

The **Layout** command on the menu permits you to select the main Q-DOS screen from four different displays. The four **Layout** options allow you to display only tagged files, compare the contents of two different directories, display the directory map and the current directory, and display the attributes of the files in the current directory while permitting the use of the Q-DOS commands.

The **Layout** command presents five options:

- **Tagged Only** – lists only the tagged files in the current directory.
- **FILExFILE** – splits the Q-DOS screen and lists files and subdirectories in the current directory and another specified directory.
- **DIRxFILE** – splits the Q-DOS screen, and displays a directory map of the current directory and list files and subdirectories in that directory.
- **Attributes** – lists the attributes of files and subdirectories in the current directory.
- **Normal** – returns you to the main Q-DOS screen when in one of the four layout options.

Tagged Only

The **Tagged Only** layout option displays only the tagged files in the current directory. To select **Tagged Only**, press **T**. The command menu is available and displayed at the top of the screen. To return to a normal display layout, press ESC or select the **Layout** command.

FILExFILE

The **FILExFILE** layout option is similar to the **F4 - Previous Directory** function. This command shows the files and subdirectories of the current directory side-by-side with the files and subdirectories of the previous directory.

To select the **FILExFILE** layout:

1. Press **F**.
2. Press F3 and press the desired drive letter.

The **FILExFILE** layout shows the Information Columns of the current drive on the left and the Information Columns of the specified drive on the right. The active window has a double-line border. The command menu is available and displayed at the top of the screen. To switch from the active window to the inactive window, press TAB or move the mouse to the desired screen and press the left button. To make the previous directory the current directory, press F4. To terminate the FILExFILE layout, press ESC or select the **Layout** command.

NOTE: Though they are not displayed, the function keys are still available in the **FILExFILE** *layout.*

DIRxFILE

The **DIRxFILE** layout option displays the current drive's directory map and the list of files and directories in the current directory. To select the **DIRxFILE** layout option, press **D**.

The **DIRxFILE** option shows the Directory Map window on the left and the file Information Columns window on the right. The active window has a double-line border. The commands or options available in the active window will be displayed at the top of the screen. To switch from the active window to the inactive window, press TAB. To terminate the **DIRxFILE** layout, press ESC or select the **Layout** command.

If you move the cursor in the Directory Map, the file Information Columns window will be updated to display the files in the current directory.

Directory Map Window

The functions available in the Directory Map using the **Directory** command are also available in the Directory Map window.

Information Columns Window

The commands available in the Q-DOS main screen are also available in the Information Columns window.

NOTE: The function keys F1, F3, F6, F8 and F10 are still available when the Directory Map window is active.

Attributes

The **Attributes** layout option shows the file Information Columns listing the attributes of all files in the current directory. To select the **Attribute** layout, press **A**. The command menu is available and displayed at the top of the screen. To terminate the **Attribute** layout, press ESC.

Normal

The **Normal** option returns you to the main Q-DOS Screen from any of the four **Layout** command options. To select the **Normal** option, press **N**.

Move

The **Move** command on the menu allows you to move individual or numerous tagged files from the current directory to any other directory on any drive. The **Move** command will also move subdirectories (and their directory structure) to another directory on any drive.

The **Move** command displays three choices:

- **Highlighted** – relocates a highlighted file.
- **Tagged** – relocates several tagged files.
- **Directory** – relocates subdirectories.

Highlighted and Tagged

To move highlighted or tagged files:

1. Select **Move** from the Q-DOS menu.
2. From the list of functions displayed in the **Move** menu, select **Highlighted** or **Tagged**.
3. At the prompt, type the drive letter you want to use.

4. Highlight the directory to where you want to move the file(s) and press ENTER. At this point you can choose a different destination drive by pressing **S** (Scan) or **C** (Change Drive). Then, highlight a directory in the newly displayed directory map and press ENTER.

5. To continue the **Move** command, press ENTER. If you wish to choose a different destination directory, press **D**. Then, begin with step 4.

6. To overwrite file(s) in the destination directory having the same name as the file(s) being moved, press **Y**. Press **N** if you don't want to overwrite files. Press **P** and Q-DOS will ask you whether to overwrite a duplicate file. Pressing either **Y**, **N** or **P** completes the **Move** command.

Directory

To move directories:

1. Select **Move** from the Q-DOS menu.

2. From the list of functions displayed in the **Move** menu, select **Directory**. A Q-DOS directory map will be displayed.

   The directory map displays the following functions:

   - **SPACE BAR** – press SPACE to tag or untag a highlighted subdirectory.
   - **Tag all subdirs** – press **T** to tag a highlighted directory and its subsequent subdirectories.
   - **Untag all subdirs** – press **U** to untag a highlighted directory and its subsequent subdirectories.
   - **ESC** – press ESC to terminate the **Move Directory** command.

   The **Tagged Size** box at the bottom right displays the size of the tagged directory(s) in bytes. This is helpful when moving tagged directory(s) to a floppy disk. After tagging the desired directory(s), press ENTER.

3. At the prompt, press the drive letter to which the tagged directory(s) will be moved. The directory map of the specified drive will be displayed. This screen allows the selection of a destination (parent) directory or the creation of a new directory on the drive. To create a new subdirectory, press **M**.

4. To complete the **Move** command, highlight the destination directory and press ENTER.

   NOTE: When moving a directory(s) across drives, you will be asked whether to delete the source files or directory on the original drive. If you want to retain the source files press **N** *or* ENTER*; to delete them press* **Y**.

Other/more

The **Other/more** command displays an extension of the commands menu. To toggle between both command menus, press **O**.

NOTE: All the Q-DOS commands are available regardless of which commands are displayed at the top of the screen, unless you have configured them to be inactive using INSTALL.

Print

The **Print** command on the menu allows you to print the Directory Map, file contents and file listing information of the current directory.

The **Print** command displays four choices:

- **Highlighted** – for printing a highlighted file.
- **Tagged** – for printing several tagged files.
- **Map** – for printing a complete Directory Map of the current drive.
- **Dir listing** – for printing the files listed on the Q-DOS main screen.

Highlighted and Tagged

To print highlighted or tagged files, select **Print** from the Q-DOS menu. You will be prompted whether to print the path/name of the file(s); press **Y** for yes or **N** for no. Next, you will be asked whether to append a form feed to the end of each file print out; press **Y** for yes or **N** for no. Then, press ENTER to complete the **Print** command.

Map and Dir Listing

To print a Directory Map or file listing of the current directory, select either **Map** or **Dir listing**.

Rename

The **Rename** command on the main menu allows you to assign new names to files and subdirectories in the current directory.

The **Rename** command displays four choices:

- **Highlighted** – renames a highlighted file or directory.
- **Tagged** – renames several tagged files.
- **Wildcard** – renames files using wildcard character names.
- **Volume** – renames hard and floppy disk volume names.

Highlighted

To rename a highlighted file or subdirectory, select **Rename** from the Q-DOS menu. At the prompt, type in the new name and press ENTER.

Tagged

To rename tagged files:

1. Select **Rename** from the Q-DOS menu.
2. From the list of options displayed in the **Rename** menu, select **Tagged**.
3. During execution, the **Rename** command will display the tagged files in succession. At the prompt, type in a new name and press ENTER. The **Rename** command will cycle through this process until all tagged items are renamed.

Wildcard

This option permits you to rename files using wildcard characters. The wildcard characters * or ? let you rename similarly named files. For example, typing **A*.*** in the **From:** field and ***.OLD** in the **To:** field searches for all files beginning with the letter A and renames them all with the new extension .OLD. The * can be used in place of any letter or group of letters at the end of the name and/or extension. The ? can be used in place of any single letter. For example, typing **D?D.BAT** searches for all three-letter file names with .BAT extensions, beginning and ending with the letter **D** and having any single character between the D's.

To rename files using the Wildcard option:

1. Select **Rename** from the Q-DOS menu.
2. From the list of options displayed in the **Rename** menu, select **Wildcard**. The **Wildcard** option displays the **From:** and **To:** fields.
3. Type in the file name or wildcard name you wish to rename in the **From:** field and press ENTER.
4. Type in the new file name or wildcard name in the **To:** field.

Volume

The **Volume** option menu permits you to give your hard disk and floppy disks volume names. These volume names appear when using the DOS CHKDSK command.

Space

The **Space** command provides the following information:

- Total capacity of the specified disk in bytes.
- Total number of bytes used in the specified disk.
- Total amount of unused disk space in bytes on the specified disk.

To select the **Space** command from the menu line, press **S**.

At the prompt, press the corresponding drive letter.

NOTE: The **Space** *command reflects the number of bytes used by DOS which may be more than are actually used by all the files on the disk.*

Tag

The **Tag** command on the menu allows you to tag and un-tag files. A tag is a triangular pointer that appears to the left of a file which allows you to perform the same command on multiple files.

Selecting the **Tag** command will display the following options:

- **All** – for tagging all files in the current directory.
- **Clear All** – un-tags all tagged files in the current directory.
- **Invert** – for tagging files currently without tags and untagging files with tags in the current directory.
- **Several** – for tagging specific files. To tag several files:
  1. Select **Several** from the **Tag** command menu.
  2. At the prompt, type in the file or subdirectory name you wish to tag and press ENTER. You can enter a wildcard character to tag a group of files and/or subdirectories. The wildcard characters * or ? let you tag groups of similarly named files and/or subdirectories. For example, typing **A*.*** searches for all items beginning with the letter A. The * can be used in place of any letter or group of letters at the end of the name and/or extension. The ? can be used in place of any single letter. For example, typing **D?D.BAT** searches for all three letter file names with .BAT extension, beginning and ending with the letter **D** and having any single character between the D's.

- **Retag** for tagging previously tagged files. The files which can be retagged have a bullet or dot where a tag was displayed.

To tag an individual file or directory, highlight the desired item and press SPACE. To un-tag a file or directory, highlight it and press SPACE.

UnErase

The **UnErase** command on the menu allows you to restore a previously deleted file (or files). This command will only work on erased files, not deleted directories.

To unerase a deleted file, go to the directory where the file previously resided. Highlight **UnErase** and press ENTER, or press **U**. Q-DOS will display the names of all erased files, with a ? as the first character in the file name. Either highlight a single file to be unerased and then select **Highlighted**, or tag all files to be unerased and select **Tagged**. Then, press ALT+**U** to begin unerasing the file(s) (or press ESC to abort). Q-DOS will ask you to type the first letter of each file to be retrieved, after which the file will be unerased.

NOTE: Because of the way DOS stores and deletes files on your disk, the **UnErase** *command may not be able to restore every file that has been erased. To have a greater chance of restoring a deleted file, use the* **UnErase** *command as soon as possible!*

View

The **View** command on the menu allows you to view the contents of a highlighted file in the current directory. To view a highlighted file, press **V** or double click the command with the mouse. The **View** command displays the contents of your files in their "native" format. This means that, as close as is possible, the viewers in Q-DOS will allow you to look at each file as if you were actually running the software that created it.

Q-DOS includes software to view the following types of files:

- WordPerfect
- Microsoft Word
- WordStar
- Microsoft Windows Write
- dBase
- Paradox
- LOTUS 1-2-3
- LOTUS Symphony
- Quattro Pro
- PKZip

If you have a VGA display, Q-DOS can also view the following graphic file formats:

- .PCX
- .GIF
- .BMP
- .TIF

The following commands are available while viewing a file:

- **PGUP** and **PGDN** – scrolls the display up or down one screen. To select, press either PGUP or PGDN.
- **Home** – moves the display to the beginning of the current file list. To select, press HOME.
- **End** – moves the display to the end of the current files list. To select, press END.
- **1..9** – activates continuous scrolling of the file in the direction of the highlighted arrow. You select the speed of the scrolling by pressing any number key from 1 to 9 (1 is the slowest, 9 is the fastest).

- **(H)ex** – press **H** to display the file in three columns:

  The left column gives a hexadecimal offset into the file.
  The middle column displays the file characters in hexadecimal (base 16) notation.
  The right column displays the characters in ASCII notation.

  NOTE: The **Hex** *command only displays the first four lines of what would be displayed in the Normal command.*

- **(N)ormal** – displays all the characters in the file.

- **(S)earch** – locates a character string within the file and displays the line in which the string is found on the first line of the display.

  To search for a string:
  1. Press **S**.
  2. Type the string to be located and press ENTER.

     If you previously entered a search string, the old string will reappear when you press **S**.

- **(F)ilter** – replaces any non-ASCII characters in the display with a space. The **Filter** command can be activated from both the **Hex** and **Normal** display commands.

  The **Filter** command has three options:
  - **Off** – non-ASCII characters are displayed.
  - **On** – non-ASCII characters are replaced with a space.
  - **W/S** – a special filter for WordStar™ files which removes all non-text characters.

  These options are displayed in a box following the **Filter** command at the top right of the display.

Function Keys

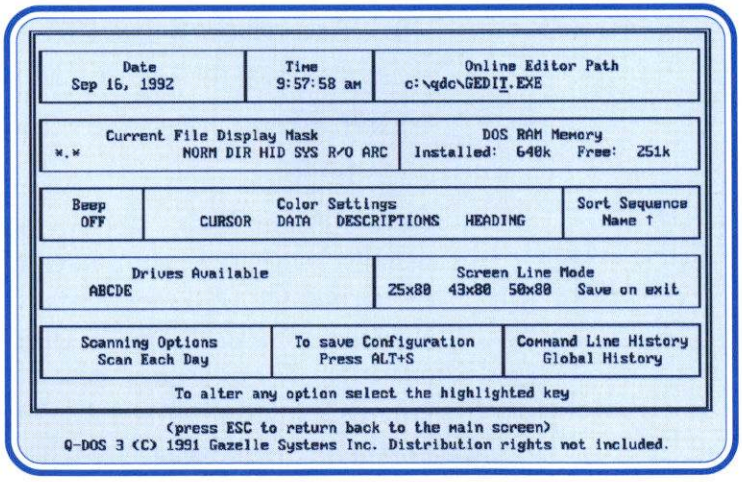
The Function Keys are the keys labeled F1, F2, F3,...F10 on your keyboard. Their descriptions are located at the bottom left of the Q-DOS main screen and can be used to activate specific functions.

F1- Help

The **Help** function displays "context sensitive" information relevant to the command or function currently being used. To activate the **Help** function, press F1. To exit any help screen, press ESC.

F2- Status

The **Status** function displays information about system configurations and Q-DOS settings and enables you to change them.



F2 - Status Screen

The following commands are available:

Date – shows the current system date and permits it to be changed. However, these changes are not permanent; they will be reset when your system is rebooted. To change the system date:

1. Press **D**.
2. Type in the new date using Dec 12, 1990 as a pattern.
3. To save the change press ENTER, or press ESC to quit without saving.

Time – shows the current system time and permits changing the time. However, these changes are not permanent; they will be reset when your system is rebooted. To change the system time:

1. Press **T**.
2. Type in the new time using 10:40 am as a pattern. You may press **A** for am or **P** for p.m.
3. To save the change press ENTER, or press ESC to quit without saving.

Online Editor Path – displays the current editor path and permits changing the path of the editor used when selecting the F9 function. Q-DOS comes with the G-Edit text editor program. However, you can change the current editor path to another editor. For example, enter the complete path for WordPerfect™ in the Online Editor Path box. WordPerfect can then be accessed from Q-DOS by pressing F9. To change the Online Editor Path:

1. Press **E**.
2. Type in the new path.
3. To save the changes, press ENTER. To quit without saving, press ESC.

Current File Display Mask – shows the current file attributes Q-DOS searches for and displays on the screen. This option accesses the **Set Search Specification** function (F7 key) and allows you to select the kind of files to display according to their attributes, by resetting which file attributes Q-DOS recognizes.

DOS RAM Memory – for current status of your computer's internal memory. To display detailed memory information, press **M**.

NOTE: The **DOS RAM Memory** *option is provided for experienced users who are interested in knowing how the memory is allocated in their computer system. For more information see Appendix D.*

Beep – shows the current speaker setting and allows you to turn the speaker on or off. To toggle the beep setting, press **B**.

Color Settings – (Q-DOS screens only) shows the current color settings for the Q-DOS screens. To change the color settings, press **C**. Once in the Color Settings window, follow the instructions in the box at the lower right to change the colors. To select **Standard Monochrome**, press **M**. To select **Standard Color**, press **C**. Press the numbers **1 - 6** to change the colors for the cursor bar, data, title, heading, line, and background.

As you press one of the numbers (1 - 6) the color will "rotate" ahead (change to the next available color). You can change the rotation direction by pressing the UP or DOWN keys. (Please be aware that certain color combinations may make some screen text unreadable.)

After your adjustments are complete, press ENTER and your selections will be saved and you will be returned to the main screen.

Sort Sequence – shows the current setting of how the files and directories are sorted on the Q-DOS screen. This option accesses the Sort Files function (F8) and allows you to change how files are sorted.

Drives Available – shows all the drives available to your system (change not permitted).

Screen Line Mode – shows the three screen line display modes (if available on your system):

- 25 x 80 press 2 to select
- 43 x 80 press 4 to select
- 50 x 80 press 5 to select

You can use this function to have Q-DOS set your system's display. Press **L** to toggle the **Screen Line Mode** between **Save on Exit** (save screen mode after exiting Q-DOS) and **Restore on Exit** (reset upon exiting Q-DOS).

Scanning Options – shows the current settings and allows you to toggle these settings. Q-DOS will allow you to scan your disk drives to present an accurate list or map of your drive. The time the scanning procedure takes depends on the size of the disk being scanned.

To avoid scanning delays, Q-DOS provides the following Scanning Options:

- **Scan Each Day** – scans the drives when accessed, once each day.
- **Scan On Demand** – scans the drives only when you use the **Directory** command's **Scan** option.
- **Scan On Startup** – scans the drives immediately upon Q-DOS startup. To toggle the **Scanning Options**, press **O**.

Command Line History – shows the current setting of the F3 – History option in F6 – DOS Cmd function. The **Command Line History** allows you to toggle the setting between the following:

- **History Per Directory** – saves a unique record of DOS commands entered for each directory. NOTE: **History Per Directory** creates a 2K file in each directory to store the DOS commands.
- **Global History** – saves a record of DOS commands entered in all directories. To toggle the **Command Line History**, press **H**.

To save all of the configuration changes made in the F2- Status screen, hold down ALT and at the same time press **S**. To exit without saving changes, press ESC.

F3- Chg Drive

The **Change Drive** function allows you to move to the current directory of another drive.

To activate the **Change Drive** function, press F3. Then, press the drive letter you want to move to. To switch back to the preceding drive or directory, press F4.

F4- Prev Dir

The **Previous Directory** function allows you to switch back to the previously displayed directory. Used in conjunction with the **Change Drive** function (F3), you can quickly switch between two directory displays.

To switch between the two directory displays:

1. At the Q-DOS main screen, press F3.
2. Press the drive letter you want to move to.
3. To switch between the currently displayed directory and the previous, press F4.

Use the **FILExFILE** option in the **Layout** command to display two windows listing files in the current directory and the previous directory.

F5- Chg Dir

The **Change Directory** function allows you to view the contents of any subdirectory in the current directory. The subdirectory's contents are displayed on the Q-DOS main screen.

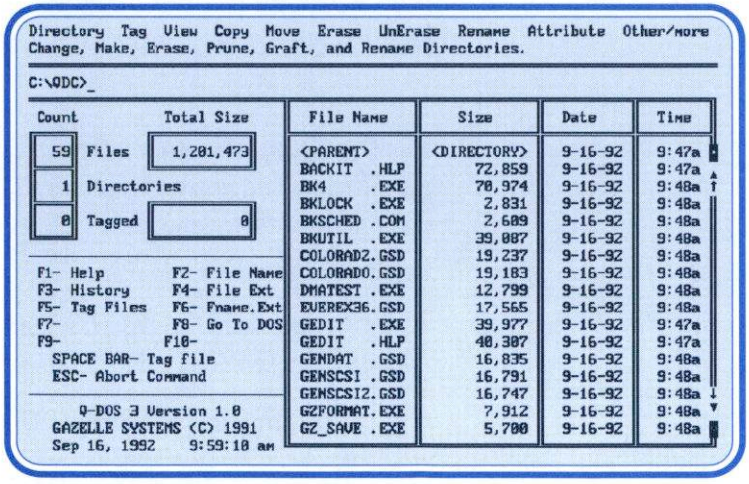
To view a subdirectory, highlight the desired subdirectory and press F5 or use the mouse to highlight the directory and press the left button.

To quickly move the highlight bar to the next subdirectory, press + (plus). To move the highlight bar to the previous subdirectory, press – (minus).

To quickly move to the parent directory, press . (period).

F6- DOS Cmd

The **DOS Command** function transforms the Path box and displays a DOS prompt.



F6 - DOS Commands

To activate the **DOS Command** function, press F6. You can type a DOS command in this box. Then, press ENTER to execute the command. You will be returned to Q-DOS after the DOS command has been executed. When the **DOS Command** function is activated, the function keys are redefined as:

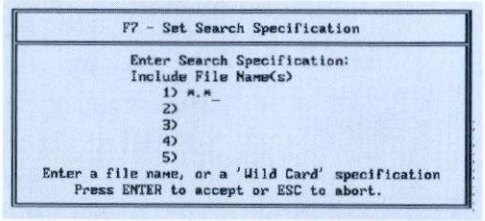
- **F1- Help** – displays Q-DOS help screens.
- **F2- File Name** – enters the highlighted file name, without its extension at the displayed DOS prompt.
- **F3- History** – displays the Command History screen. The Command History screen lists the last 15 commands entered at the DOS prompt using the F6 function. Q-DOS keeps a command history in each directory or globally each time the F6 function is used. You can re-use a command listed in this screen by pressing UP or DOWN to highlight the desired command and pressing ENTER. Press ESC to exit the Command History screen. Press SPACE to put the selected DOS command from the list on the command line.

- **F4- File Ext** – enters only the extension of the highlighted file name, at the displayed DOS prompt.
- **F5- Tag Files** – enters all the tagged files at the displayed DOS prompt.
- **F6- Fname.Ext** – enters the complete highlighted file name, at the displayed DOS prompt.
- **F7-** (no function).
- **F8- Go To DOS** – temporarily leaves Q-DOS and "shells out" to DOS presenting a blank screen with a DOS prompt. When Q-DOS shells out to DOS, 3K bytes remain in memory for Q-DOS. The **Go To DOS** function should not be used if you wish to permanently exit Q-DOS. To return to Q-DOS, type EXIT and press ENTER.
- **F9-** and **F10-** (no function).

F7- Search Spec

The **Set Search Specification** function allows you to select the kind of files to display according to their attributes by resetting which file attributes Q-DOS recognizes.

The **Set Search Specification** function is divided into two stages. To activate the first stage, press F7.

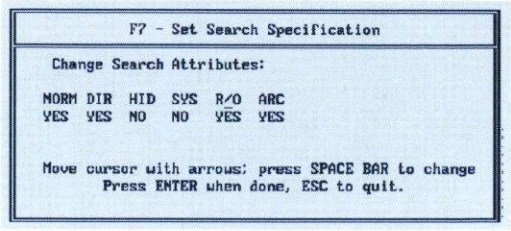


F7 - Set Search Specification, File Mask screen

- The first stage allows you to change the search specifications according to file name only. You can have Q-DOS simultaneously search for up to five different names. Enter the name(s) into the search fields 1 - 5. The default *.* wildcard characters, causing Q-DOS to search for all file names and extensions. The wildcard characters * or ? let Q- DOS search for groups of similarly named files.

  To have Q-DOS search for similarly named files, change the file name specification by typing in wild card character and letter combinations. For example, typing **A*.*** searches for all files beginning with the letter A. The * can be used in place of any letter or group of letters at the end of the name and/or extension. The ? can be used in place of any single letter. For example, typing **D?D.BAT** searches for all three letter file names with .BAT extension, beginning and ending with the letter D and having any single character between the D's.

After entering a new file search specification, you can save the change by pressing ENTER. To exit the Search Specifications function without saving changes, press ESC.


F7 - Set Search Specification
Change Search Attributes:
NORM DIR HID SYS R/O ARC
YES YES NO NO YES YES
Move cursor with arrows; press SPACE BAR to change
Press ENTER when done, ESC to quit.

F7 - Set Search Specification, Attributes Mask screen

- The second stage allows you to change the six file search attributes, excluding Date and Time. The attributes are displayed in a row. The word **YES** will appear beneath those that are active. To change the **YES/NO** status of each:

  1. Use RIGHT and LEFT to highlight the attribute or use the mouse and press the left button.
  2. Press SPACE to toggle the **YES/NO** status.
  3. Press ENTER to save the changes and exit the function, or press ESC to exit without saving changes.

The six file search attributes are:

NORM

The **NORM** attribute indicates a normal, non-directory file. Normal files may have R/O (Read Only), and ARC (archive) attributes active.

DIR

The **DIR** attribute indicates a directory or subdirectory file.

HID

The **HID** attribute indicates a hidden file or directory.

SYS

The **SYS** attribute indicates system files used to help boot your computer. *NOTE: System files are normally hidden. You should activate HID and SYS to allow searching of system files.*

R/O

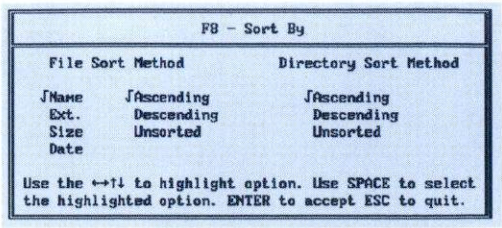
The **R/O** (Read-Only) attribute indicates a file which cannot be modified or erased, but only read. Files with R/O attributes are displayed when the NORMAL search attribute is active.

ARC

The **ARC** (Archive) attribute is used by backup programs to determine which files to select for backup. A **YES** setting indicates a file which has been modified since it was backed up. A **NO** setting indicates a file that has not been changed since the last backup. Activating the ARC search attribute will display files with the ARC attribute.

F8- Sort

The **Sort Files** function allows you to select how files and subdirectories are sorted in the file Information Columns on the main screen. The **Sort Files** function changes the way the files and subdirectories are displayed in the Q-DOS main screen; it does not physically sort the files and subdirectories nor does it permanently change the display method. To physically sort files and directories on your hard disk or floppies, use Gazelle's OPTune™.



F8 - Sort Files screen

To select the **Sort Files** function, press F8. The **Sort Files** function displays two columns of sort options: **File Sort Method** and **Directory Sort Method**. This screen allows you to change the individual sort methods for files and directories.

To change the sort method:

1. Use the ARROW keys to highlight the desired File or Directory sort method option.
2. Press SPACE to select the highlighted sort method.
3. Press ENTER to save your changes and exit the F8 - Sort Files screen, or press ESC to exit without changing the sort methods.

The sorting method options are:

- **Ascending** – files and subdirectories are sorted in ascending order.
- **Descending** – files and subdirectories are sorted in descending order.
- **(N)ame** – files and subdirectories are sorted alphabetically, first by name then by extension.
- **(E)xt** – files and subdirectories are sorted alphabetically, first by extension then by name.
- **(S)ize** – files and subdirectories are sorted by size (in bytes). Files of the same size are displayed in the order they appear on the disk.

- **(D)ate** – files and subdirectories are sorted by the date of their last revision. Files with the same date are sorted in one group by the time of their last revision. Files with the same date and time are sorted in one group alphabetically.
- **(U)nsorted** – files and subdirectories are displayed as DOS has recorded them in the current directory and on the Directory Map display.

NOTE: If you select a new Directory Sort Method and then return to the Directory Map, the changes will not be reflected until you perform a new scan of the drive. Also remember that if you are at the DOS prompt and make any changes to your directory structure, those changes will not be reflected in the Q-DOS Directory Map until you perform a new scan of the drive.

F9- Edit

The **Edit** function activates the G-Edit text editor program or the program you replaced it with when installing Q-DOS. Q-DOS gives you four ways to activate G-Edit:

F9	Press F9 to start G-Edit and load the highlighted file for editing.
SHIFT + F9	Hold down SHIFT and press F9 to start G-Edit and load up to 10 tagged files for editing.
CTRL + F9	Hold down CTRL and press F9 to start G-Edit and load the last edit session.
ALT + F9	Hold down ALT and press F9 and G-Edit will prompt you to enter the name of a new file to be created.

For more information on how to use G-Edit, please refer to **Appendix B:G-Edit.**

F10- Quit

The **Quit** function terminates Q-DOS, returning you to DOS and releasing the memory occupied by Q-DOS.

- To terminate Q-DOS and return to the current directory Q-DOS is displaying, press F10.
- To terminate Q-DOS and return to the directory you started Q-DOS from, hold down ALT and press F10.

The **F10- Quit** function is also available in the directory map from the **Directory** command. Pressing F10 in the directory map will exit to the highlighted DOS directory.

Appendix A: Command Line Parameters

The following are the optional command line parameters you can use when starting Q-DOS:

/4 Starts Q-DOS in a 43 line mode. (EGA and VGA only.)

/5 Starts Q-DOS in a 50 line mode. (VGA only.)

/A Resets DOS archive flag after Q-DOS copies a file.

/C Forces a color monitor to run Q-DOS in color which previously ran Q-DOS in monochrome.

/D Displays the Directory Map immediately after starting Q-DOS.

/F Allows Q-DOS to access an external floppy drive with a letter higher than B:. To access external drives D: and E:, type **QD3 /FDE** and press ENTER. A QDOS.LOG will not be written and the drive will not be included with the Find command across all drives.

/K Loads up to 10 characters into the keyboard buffer when starting Q-DOS. For example, to force Q-DOS to begin with the LAYOUT set to DIR x FILE mode, type QD3 /KLD and press ENTER. The characters following /K are the keystrokes for LAYOUT command and DIR x FILE.

/L Deletes QDOS.LOG file upon exiting Q-DOS allowing continued use of Q-DOS II.

/N Specifies network drives if using DOS version 3.10 or lower. To specify network drives F:, G:, H:, I:, and J: upon startup, type **QD3 /NFGHIJ** and press ENTER.

If you are experiencing problems in accessing a non-network drive, you may want to try using this switch. To specify drives C:, D:, and E: upon startup, type **QD3 /NCDE** and press ENTER.

/MB Changes the mouse pointer from an arrow to a block.

/MD Disables mouse support.

/P Use this switch if you are experiencing problems reading a large network drive. It allows Q-DOS to see directories in NOVELL Netware™ 3.10 and 3.11 on volumes over 200 megabytes.

/Q Suppresses the "Press any key to Return to Q-DOS" message and immediately returns to the Q-DOS main screen after terminating another program.

/T Turns off the clock on the main screen and greatly reduces the overhead Q-DOS uses under Deskview™. Also, try running without a mouse driver loaded.

/X Prevents exiting from Q-DOS, forcing a system reboot to exit Q-DOS. Useful to restrict novice users to Q-DOS.

Appendix B: G-Edit

Your Q-DOS file manager includes a simple to use, fast text editor called G-Edit. G-Edit will let you create and modify your AUTOEXEC.BAT and CONFIG.SYS files, other batch files and program files, or any other file including binary files, which you can edit in hex mode.

Program Features

- Edit up to 10 files simultaneously (16MB or less combined size).
- No limit on either the line length or the number of lines in the file.
- Automatically saves your edit session so you can resume editing as though you had never exited G-Edit.
- Customizable edit windows (resizeable, moveable, custom colors).
- Powerful hex-mode editing of any file.
- Jump instantly to any line, character, or position in any file, regardless of the file size.
- Immediate file editing even before the entire file has been loaded.

Running G-Edit

G-Edit can be started either from within Q-DOS or from the DOS command line.

Running G-Edit from Q-DOS

Before Q-DOS can edit any file with G-Edit from the F9 key, the G-Edit program must be configured as the text editor inside Q-DOS. If you used the Q-DOS Collection install program to install Q-DOS, this will be done automatically. Otherwise, you will need to alter the Online Editor Path to tell Q-DOS the path and name of the G-Edit program; the executable file name is GEDIT.EXE.

G-Edit can edit the highlighted file, tagged files (up to the first 10 tagged files), the last edit session, or start without a file. See the section on the F9 Function key for more information.

Running G-Edit from DOS

To run G-Edit from DOS, type **GEDIT** at the DOS prompt and press ENTER. The first time you do this, you will get a box asking for the file name. Thereafter, typing GEDIT causes G-Edit to reload your last edit session (if **Remember Sessions** in **Configuration** is set to **YES**).

To tell G-Edit to start a new edit session, enter a list of 1 to 10 file names on the command line after GEDIT. This loads the listed files and displays them in Normal mode on the screen as stacked windows. If you want to start G-Edit without a file to edit, even if **Remember Sessions** is turned **On**, type **GEDIT /N** on the command line.

You can also tell G-Edit to load a file in hex mode by typing **/H** immediately after typing **GEDIT**. For example, typing **GEDIT FILE.1 TEST.BIN/H FILE.2** tells G-Edit to load FILE.1 and FILE.2 in Normal mode, and loads TEST.BIN in hex mode.

Each file has its own window which can be moved or resized, and can overlap other file windows. You can jump to any window by holding down the ALT key and pressing the number of the window (1 -5).

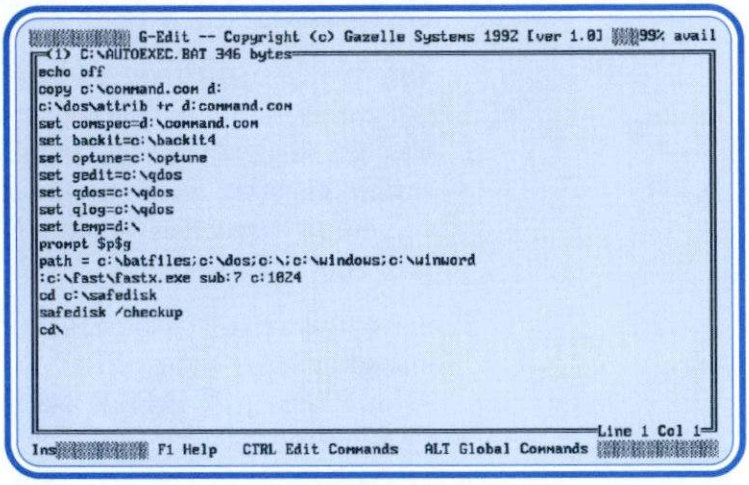
Using G-Edit's On-line Help

No matter where you are in G-Edit, you can get context-sensitive help by pressing F1. The first help screen you see describes the specific part of G-Edit you are currently using and tells you what you can do.

Additional help on related topics is often available by pressing other function keys referenced in the help-screen text. These highlighted function keys link the various screens together in such a way that you can get the help you need.

After viewing additional help information, press PGUP to return to the previous help screen, or HOME to jump to the table-of-contents help screen. Also, you may press F1 at any time from a help screen to access the table of contents where information on any topic is readily available; this displays the options available by pressing other function keys.

G-Edit's Status Displays



G-Edit screen.

In the upper-left corner of each file window you will see that window's number, followed by a # if the file has been modified, and its complete file name and size.

The upper-right corner of the main screen displays the percentage of G-Edit's capacity that remains unused; it will flash when it decreases to 5% or less. Use the **File Pack** option to pack files in memory after extensive editing, or close unused file windows, to reclaim capacity used by G-Edit's internal buffers.

The lower-left corner of the main screen indicates the insert/overwrite mode. Also, a block cursor indicates insert mode, and an underline indicates overwrite mode.

The lower-right corner of the active file window displays either the current line and column where the cursor is located, or the byte position of the cursor in the file. (Use the **Config Display Position** command to switch between these two options.)

The bottom line of the main screen shows the command options available at any time. Pressing either the CTRL or the ALT key causes another menu to appear at the bottom (pressing CTRL or ALT a second time makes it disappear). You may select any menu choice by pressing the highlighted letter.

Cursor Keys

Below are the standard cursor-movement keys used inside G-Edit:

UP, DOWN, LEFT, RIGHT - press UP, DOWN, LEFT and RIGHT to move the cursor through the file.
CTRL + RIGHT - hold down CTRL and press RIGHT to move cursor right to the front of the next word, skipping any "white-space" characters. See **Config White Space** for more information.
CTRL + LEFT - hold down CTRL and press LEFT to move cursor left to the front of the previous word, skipping any "white-space" characters.
PGUP - press PGUP to scroll up one full window of text.
PGDN - press PGDN to scroll down one full window of text.
CTRL + PGUP - hold down CTRL and press PGUP to jump to the top of the file (same as HOME HOME HOME).
CTRL + PGDN - hold down CTRL and press PGDN to jump to the end of the file (same as END END END).
HOME - press HOME once to go to column 1.
HOME HOME - press HOME twice to go to column one of the first displayed line.
HOME HOME HOME - press HOME three times to go to top of the file (same as CTRL + PGUP).
END - press END to go to end of the current line.
END END - press END twice to go to the end of the last displayed line.

END END END - press END three times to go to the end of the file (same as CTRL + PGDN).
SHIFT - if either SHIFT key is pressed with any of the above cursor-movement keys, the BLOCK command will be enabled, and text will be highlighted as the cursor is moved. Turn BLOCK off by pressing ESC.

Quick Commands and Shortcuts

Some of the CTRL or ALT menu commands have shortcuts which are displayed in parentheses to the right of the menu item on the screen. To quickly perform editing functions use the following:

ESC - press ESC to abort any G-Edit command.
CTRL - press CTRL to toggle the CTRL menu on or off.
ALT - press ALT to toggle the ALT menu on or off.
INS - press INS to toggle between Insert Overwrite modes. The current status will be indicated in the lower-left corner of the screen (Ins for insert with a full block cursor, and Ovr for overwrite with an underline cursor).
DEL - press DEL to delete the character at the cursor, or the blocked text if Block is active. When in NORMAL mode (i.e., not in Hex mode) deleting a carriage return at the end of a line always deletes the associated line-feed character in the file. In Hex mode with the cursor on the hex side, only one character at a time is deleted (which can leave isolated line-feed or carriage-return characters in the file).
BACKSPACE - press BACKSPACE to delete the character to the left of the cursor. This handles carriage returns and line feeds the same as DEL.
CTRL + BACKSPACE - hold down CTRL and press BACKSPACE to delete the word to the left of the cursor.
CTRL + END - hold down CTRL and press END to delete all characters from the cursor to the end of the line.

- {Gray} - pressing the - key (the minus on the keypad, usually a gray-toned key) will delete the highlighted text and add it to the scratch buffer in "character" mode, when the **Block** command is active. When Block is not active, pressing the - key deletes the line and adds it to the scratch buffer in "line" mode.
+ {Gray} - pressing the + key (the plus on the keypad, usually a gray-toned key) will add the current line to the scratch buffer when in "line" mode.
ALT + 1 through ALT + 9 and ALT + 0 - hold down ALT and press the numbers **1** through **9** and **0** to jump to the same numbered window on the screen.
ALT + G - hold down ALT and press **G** to go to any line number in the file.
ALT + I - hold down ALT and press **I** to insert a file at the cursor position.
ALT + N - hold down ALT and press **N** to edit a new file.
CTRL + S - hold down CTRL and press **S** to change to video page 0. On CGA, EGA, and VGA monitors, G-Edit uses three video pages; some TSR programs do not work with video pages other than 0. This allows you to change the video page before you "pop up" your TSR. Then, press any key to return to the edit screen. NOTE: On some non-standard keyboards, CTRL + S will not switch video pages.
CTRL + T - hold down CTRL and press **T** to delete the word to the right of the cursor.
CTRL + Y - hold down CTRL and press **Y** to perform the same function as pressing - {Gray}.
F1 - press F1 to access Help.
F3 - press F3 to close the current window.
F4 - press F4 to switch between hex and ASCII displays, while in HEX mode.
F5 - press F5 to display the amount of free space on the drive. Enter a valid drive letter, or press ENTER to get the free space of the drive on which the current file resides.

F10 - press F10 to save the current file. G-Edit saves files in the following manner:

1. Writes a temporary file to disk.
2. If successful, deletes the oldest backup file.
3. Renames all the other existing backup files to make them one generation older: renames the file on disk that has the original file to have a .BAK extension (if the number of backup files is greater than 0).
4. Renames the temporary file to the original file name.

SHIFT + F1 through SHIFT + F10 - hold down SHIFT and press F1 through F10 to mark the current cursor position in the text. Then, press ALT + F1 through F10 to immediately jump to that position, making that window the current window if necessary. All markers will be preserved when text is added or deleted, unless the marker's position is deleted.

ALT + F1 through ALT + F10 - hold down ALT and press F1 through F10 to jump to a marker that was placed with the SHIFT + F1 through F10. If the marker is in another window, G-Edit will automatically jump to that window.

CTRL Command Menu

This menu has several commands you can access by first pressing CTRL and then pressing the highlighted letter of the command. You can select the following commands from the CTRL menu:

Block
Copy
Delete
Find
Hex
Next
Replace
eXit with Save

The following is a complete description of each of the CTRL commands:

Block

The **Block** command highlights a range of text and then performs one of the following commands on that text:

- **Buffer (or + {gray})** - add the highlighted text to the scratch buffer.
- **Write** - write the highlighted text to a disk file (G-Edit will ask you for the file name).
- **Print** - print the highlighted text to the printer.
- **Delete (or - {gray} or DEL)** - delete the highlighted text and add it to the scratch buffer.
- **Upper** - change the highlighted text to upper case.
- **Lower** - change the highlighted text to lower case.
- **ESC** - aborts the **Block** command.

Copy

This command copies text from the scratch buffer to the current file. The scratch buffer can contain two types of text: "character" and "line." Character text will be inserted at the cursor position. Line text will be inserted just before the line the cursor is on. If text was added to the scratch buffer by the Block command, it will be in "character" mode.

Delete

This command deletes text from the file. You can delete the character under the cursor or before the cursor, the word to the right or to the left of the cursor, from the cursor to the end of the cursor line, or the entire line. This command also displays the shortcut keystrokes for the delete operations.

Find

Finds any occurrence of text in the current file. Type the text you wish to find (pressing ENTER inserts the standard carriage-return/line-feed pair into the search string, allowing you to search for ends of lines).

After you have entered the text you wish to search for, or while you are still entering text, make sure the case sensitivity is correct by using the F9 function key. You can select either **IGNORE UPPER/LOWER** to search for any combination of upper and lower case for the letters in the text, or **Upper/ Lower SENSITIVE** to force the search to match the text exactly as typed.

You can tell G-Edit to stop after the "nth" occurrence of the text by using the F10 function key to set a count (a value of 0 [N/A] and a value of 1 both cause G-Edit to stop at the first occurrence of the string).

Press:

- F2 to find the text, forward from the cursor.
- F3 to start at the top of the file, moving forward.
- F4 to find the text, backwards from the cursor.
- F5 to start at the end of the file, moving backwards.

Hex

The **Hex** command changes the full-screen display between **Normal** mode and **Hex** mode.

The hex display shows every character in the file you are editing. Each line contains the following:

- Hexadecimal address of the line in "segment:offset" format.
- From 4 to 16 bytes of the file in hexadecimal notation.
- The same number of bytes in ASCII format.

You can move the cursor between the hex display and the ASCII display by pressing F4.

The bottom line of the window shows the character at the cursor in its ASCII form, its hexadecimal form, and its decimal form, followed by the offset of that character in the file, shown in segment:offset format.

To edit on the hex side of the display, you must enter valid hexadecimal digits (0 through 9, and A through F).

NOTE: Be careful when editing files in Hex mode! Do not modify .COM or .EXE files, as this could cause them to behave incorrectly, possibly destroying other files on your disk!

Next

This command repeats either the previous Find or Replace command (whichever was used last), starting from the cursor and moving in the same direction as the previous command.

Replace

This command replaces any string of text in the current file with another string. On the first line, enter the text you wish to find (pressing ENTER inserts the standard carriage-return/line-feed pair into the search string, allowing you to search for ends of lines). On the second line, enter its replacement string. Use F6 to switch between these lines.

After you have entered the text you wish to search for and its replacement string, or while you are still entering text, make sure to select the prompting mode you desire. With **Prompt before replacing**, G-Edit will pause at each occurrence of the "find" string, asking if it should replace the found string (type **Y** to replace it, **N** for no replacement, or ESC to abort).

With **Replace immediately**, G-Edit will automatically replace each occurrence of text, up to the number of times indicated by the count (N/A means replace all occurrences).

Make sure the case sensitivity is correct by using the F9 function key. You can select either **IGNORE UPPER/LOWER** to search for any combination of upper and lower case for the letters in the text, or **Upper/Lower SENSITIVE** to force the search to match the text exactly as typed.

You can tell G-Edit to stop after the "nth" occurrence of the text by using the F10 function key to set a count (a value of 0 [N/A] means to replace all occurrences).

Press:

- F2 to find/replace the text, moving forward from the cursor.
- F3 to start at the top of the file, moving forward.
- F4 to find/replace the text, moving backwards from the cursor.
- F5 to start at the end of the file, moving backwards.

At the end of the **Replace** command, or if you press ESC, G-Edit will report how many replacements were made. You may force G-Edit to stop by holding down CTRL and pressing BREAK.

Exit with Save

This command immediately saves all files that have been modified (and not yet saved), then exits. This also saves the edit session if **Remember Sessions** is turned on.

ALT Command Menu

This menu has several commands that you can access by first pressing ALT and then pressing the highlighted letter of the command. You can select the following commands from the ALT menu:

Config(ure)
File
Jump
Mark
Window
eXit (Save Optional)
Zoom

The following is a complete description of each of the ALT commands:

Config(ure)

This command changes the way G-Edit looks or behaves. If you do not select the **Save Configurations** option, any configuration changes you make will apply only to your current edit session; the defaults in the last-saved configuration will return the next time you run G-Edit. If you want the changes you make to become permanent, select **Save Configurations** after changing any of the listed options.

The **Config(ure)** command has the following options:

Backups - allows you to specify the number of backup copies to maintain for each file you edit. You can specify from 0 through 10 copies.

If you specify 0, G-Edit will not create any backup of the files you edit. If you specify greater than 0, the backup files will have the following extensions, listed in order according to the number of backups you specify: .BAK, .BK2, .BK3, .BK4, ...BK8, .BK9, .BK0. In every case, the file with the original name is the most recent of all the files.

Color - changes the color for several different parts of the screen display. To change the color, press the highlighted letter of the desired option, and a palette of the available colors will be displayed.

Move the rotating "line cursor" to the color you wish to use, and then press ENTER to select that color. You may use **Reset all colors** to return to G-Edit's default color selection.

Display Options - changes the way the screen looks. You may configure the following options:

- **Screen Mode** - allows you to change the number of lines on the screen. Upon exiting G-Edit, your screen will be reset. This command has the following options:
  - **Auto Select** - tells G-Edit to use the current video mode. Select this option to use G-Edit in a mode that your video adapter supports, but which G-Edit does not show as an option.
  - **25 x 80** - 25 lines on all displays.
  - **36 x 80** - 36 lines on VGA displays, or 31 lines for EGA.
  - **40 x 80** - 40 lines on VGA displays, or 35 lines for EGA.
  - **44 x 80** - 44 lines on VGA displays, or 38 lines for EGA.
  - **50 x 80** - 50 lines on VGA displays, or 43 lines for EGA.
- **Position/Line&Col** - allows you to select which cursor-position display (position or line and column) to show in the lower-right corner of the current window. You can select either the **Show Position** option, which will display the absolute offset of the character under the cursor, or you can select the **Show Line&Col** option, which will display the cursor's current line and column in the file.
- **Cursor** - allows you to select either a normal cursor or an extended "cross-hair" cursor. The cross-hair cursor allows you to identify the cursor position (helpful in extended screen displays where the characters on the screen are small) or check the vertical alignment of lines of text.

- **Reveal Codes** - lets you select between either the normal display, in which tabs and carriage-return/line-feed combinations are not displayed, or one in which they are. When these codes are revealed, tabs show up as the character, and carriage-return/line-feed combinations show up as .

Indenting - allows you to turn **Auto Indent** on or off. When on, each time you press the ENTER key, G-Edit will insert a carriage-return/line-feed combination into the text, and will then indent the next line to match the nearest preceding line containing any text. It will match up to the first 100 characters of that line with identical tabs and/or spaces.

If you type any text on that line, the indentation will become permanent. Otherwise, it will disappear when you move the cursor away from that line (or press ENTER to create another line).

Remember Sessions - allows you to instruct G-Edit to remember your edit sessions each time you exit. When **Remember Sessions** is on and you exit, G-Edit saves a file named {GEDIT_}.SES which contains information about all the windows that are open.

The next time you run G-Edit (without specifying any file names on the command line) it will load all the files you were editing and restore your screen as it was when you exited. If you modified the screen mode without saving it first, the screen may be different, but the same files and positions in those files will be displayed just as you left them.

When **Remember Sessions** is off, G-Edit will delete the {GEDIT_}.SES file before exiting. In either event, specifying any file name(s) on the command line when you run G-Edit will instruct it to start a new edit session, loading, and displaying the listed files in stacked windows.

Tabs - allows you to select the following options:

- **Characters for Tab** - allows you to tell G-Edit to insert either the actual tab character each time the TAB key is pressed, or to do a "fake TAB" by using spaces instead. We recommend you use tab characters since they can automatically adjust to changes in the text.

- **Size for Tab** - allows you to specify the displayed size for each tab in the file. Select from 2 through 10 columns for the tab size.

- **White Space** - allows you to change the way CTRL + RIGHT and CTRL + LEFT operate. When you use CTRL + RIGHT and CTRL + LEFT to move the cursor forward or backwards one word, G-Edit skips over the "white space" in the text to find the start of the next word.

  All characters that you specify will be treated as spaces and tabs, i.e., G-Edit will skip over them in determining where the next word starts. For example, if a programmer wanted to make sure the cursor would stop at each and every word, variable, and number in a program, he or she would set the white space to at least the following:

```
- + * / = _ . , ; [ ]
```

  This will work for the following program line:

```
mov ax,this_number[bx+50-30*8/4].root ;example!
```

  This command also affects Delete Right Word (CTRL + T) and Delete Left Word (CTRL + BACKSPACE).

  The characters: space, tabs, null, return, and line feed are always white space.

Save Configuration - saves the current configuration to the file named {GEDIT_}.CFG. This file will be in the current directory or in the directory indicated by the environment variable. Each time G-Edit runs, it loads its configuration from this file.

File

This command allows you to select the following options:

Close Window - closes the current window. If you have modified the file in this window, G-Edit will first ask you if you want to save it. If **Yes**, G-Edit will then save the file before closing the window.

Insert - inserts a file into the current window at the cursor. G-Edit will first ask you for the name of the file to insert; then, it will insert the entire file into the current window.

New Window - tells G-Edit the name of the file you wish to edit. It will create a new window (the window number will be in the prompt box when you tell G-Edit the name of the file). If you type **/H** immediately after the name of the file, it will be displayed in hex mode; otherwise, it will be displayed in normal mode.

G-Edit allows you to have up to 5 file windows for editing.

Pack/Save/Reload All Files - saves all modified files to disk and immediately reloads them. This is the same as saving all files, exiting G-Edit with **Remember Sessions** turned on, and re-entering G-Edit.

When doing extensive editing, or when editing large files, G-Edit's memory capacity (as displayed in the upper-right corner of the main screen) may be used up relatively quickly. Use this option periodically (especially when the capacity approaches 5% or less) to reclaim available memory.

NOTE: If the capacity drops to 0% and G-Edit runs out of memory, the current window in which you are editing will be closed WITHOUT SAVING ANY CHANGES MADE SINCE YOUR LAST SAVE!

Save - use this option to save the file in the current window to the disk. Remember to set the desired number of backup copies (with Alt Config Remember Sessions) to let G-Edit maintain as many backup copies as you wish.

Save As - use this option to save the file in the current window with a different name.

Jump

This command allows you to select the following options:

Jump to Marker - will jump the cursor to the indicated marker (it must have been previously placed with the **Mark** command).

Jump to Line - will jump the cursor to the indicated line in your file. If the line you specify does not exist, G-Edit will jump to the last line in the file.

Jump to Position - will jump the cursor to the indicated file position (the first character in a file is at position 0). When in Hex mode and on the hex side of the display, you must enter the position in "segment:offset" format. If you do not specify a segment, G-Edit will assume segment 0.

Mark

Places a marker at the cursor in the current window. G-Edit lets you place up to 10 markers, in any order, among your edit windows. You can jump back to that marker (even if it is in another window) with the Jump command.

Window

Displays the following options:

Move/Resize Window - allows you to move or change the size of the current edit window. While performing this command, G-Edit will display a flashing box which you may move or resize. When you press ENTER the current edit window will be positioned and resized to fit inside this box.

Use the arrow keys to move the window; use SHIFT + UP and SHIFT + RIGHT to expand the window, or SHIFT + DOWN and SHIFT + LEFT to shrink it. Press ENTER to complete the change, or press ESC to not change the window.

Next - allows you to change to the next higher-numbered window (or, if at the highest, start over with the lowest).

Previous - allows you to change to the next lower-numbered window (or, if at the lowest, start over with the highest).

Stack - automatically resizes and stacks every open window. They will be placed in most recently used order with the currently open window on top.

Tile - automatically resizes and tiles every open window. They will be placed in most recently used order with the currently open window at the bottom.

Exit (Save Optional)

This command quits G-Edit without forcing all modified files to be saved.

If any of your open files have been modified since they were opened or last saved, G-Edit will ask if you want to save them. If you answer **YES**, it will automatically save all your files and then exit, just as in **Exit With Save**.

If you answer **NO**, G-Edit will exit without saving any open files, leaving them unchanged.

Zoom

Expands your current edit window to the maximum size G-Edit allows, on your screen. If the window is already zoomed this command will return it to its original size.

If you have an EGA or VGA display and change the number of lines displayed on the screen, zoomed windows will automatically adjust to fill the current screen.

G-Edit saves the zoom status of each window in its session file. When you re-enter G-Edit, all files that were previously zoomed will stay so until you "unzoom" them with this command.

Environment Variables

G-Edit uses several temporary files which are stored in your current directory. {GEDIT_}.SES contains the last edit session; {GEDIT_}.CFG contains the default configuration settings; other temporary files are used, but are erased when G-Edit exits.

If you do not use G-Edit's environment variable to tell it where to place these files, it will store them in the current directory. Then, on starting up each time, if you are not in the directory where the configuration and session files were saved, G-Edit will use its own built-in defaults.

G-Edit can utilize either the GEDIT or the QDOS environment variable. If it finds the GEDIT variable, it will not follow the QDOS variable. Use the DOS SET command to tell G-Edit which directory to use for these special files.

For example, if you want G-Edit to use the C:\QDOS directory for its files, insert into your AUTOEXEC.BAT file (or type in from the command line) either one of the following commands:

SET GEDIT=C:\QDOS

or

SET QDOS=C:\QDOS

Both of the above commands have identical effects on G-Edit.

Configuring G-Edit

Several of the functions inside G-Edit may be modified to suit your personal preferences, or to take better advantage of your computer system (such as extended screen displays).

When G-Edit starts, it uses default settings, unless it can find a configuration file. To find the default file, it will first look for a valid environment variable. If there isn't one, it will look in the current directory. If it still can't find a configuration file, G-Edit will use defaults.

While running G-Edit you can change its configuration. Also, remember that unless you save the configuration, G-Edit will forget the changes you made the next time it is run.

Appendix C: Error Messages

Can't write on write-protected disk.
This is a DOS error indicating the disk has been set for write-protection.

Check For Hidden Files in the Directory.
The directory in question can't be erased if it contains files. Check for hidden files in the directory before continuing.

CRC Error In Data.
Error in the data file.

Directory Read Error. . .
Error in reading directory. Files or directory may be corrupt.

Disk Full or Access Denied.
Q-DOS cannot access the desired disk because it is full or is not recognized by DOS.

DOS 3.X or Higher Must Be Running.
The command issued by Q-DOS only works with DOS versions 3.X or higher.

Drive Is Not Ready
One of the following is true:

- No disk is in desired drive.
- Disk drive door is open.
- Disk drive is not recognized by DOS.

File Is Marked READ ONLY erase anyway?
File is protected from accidental erasure with an active R/O attribute.

File is not unerasable press any key to continue. . .
File cannot be unerased. One of its clusters is now in use by DOS.

File Not Erased.
The file in question was not erased.

General Failure. . .
This is a DOS error issued when a hardware error or problem has been detected.

Invalid Drive
One of the following is true:

- Drive does not exist.
- Hard ware configuration does not match the installed drive.

Invalid File Name.
The file in question has not been given a valid DOS name.

Memory Allocation Error. . .
This is a DOS error issued when your system has run out of memory. The command issued cannot be executed. You will have to reboot your system before continuing.

Not Enough Memory To Run Q-DOS.
There is not enough memory to start and run Q-DOS.

Seek Failure On Drive.
This is a DOS error issued when attempting to execute a drive seek command. The drive in question may not be valid.

The File Already Exists, Over Write?
The directory you wish to Copy, Rename or Move the file in to has a file of the same name. Answer NO to not over-write the file or YES to over-write the file in the directory.

The Printer Is Out Of Paper.
Attempted to print the file, however printer was out of paper. Load more paper into the printer before continuing.

Unable To Graft Selected Directories.
Q-DOS was not able to Graft the selected directories. Directories with the same names may have been detected on the destination directory. Check your directory structure before continuing.

Unable To Locate Drive.
This is a DOS error issued when the desired drive has been found invalid.

Unable To Locate Sector Specified.
This is a DOS error issued when the desired sector was not found.

Unable To Read The Disk.
This is a DOS error issued when unable to read the desired disk. The disk media could be corrupt.

Unable To Recognize Command.
This is a DOS error issued when unable to recognize an issued command. You may have an incompatible DOS version.

Unable To Recognize The Media.
Disk media may be corrupt. Reformat floppy diskette.

Unable To Write To Disk.
Q-DOS was unable to write to the desired disk. Disk media may be corrupt or the drive may not be valid. If this error occurs while printing, check to see that the printer is turned on, there is paper in the printer, and the printer is online.

Unable to Change Directory.
This is a DOS error. Directory may have been erased. Try rescanning the drive.

Unable to Change File Attribute, Press Any Key.
This is a DOS error. File in question may be corrupt or invalid.

Unable to Create Directory. . .
Q-DOS was unable to create the desired directory. A file with the same name may exist in the parent directory.

Unable to Rename Directory.
Q-DOS was unable to rename the desired directory. A file with the same name may exist in the parent directory.

Unerase available on local drives only!
The Q-DOS Unerase command is not available on network drives.

Appendix D: QDMEMMAP

QDMEMMAP is a utility that displays the memory usage on your computer. This program has been designed and included for experienced users who are interested in how memory is allocated on their computer system.

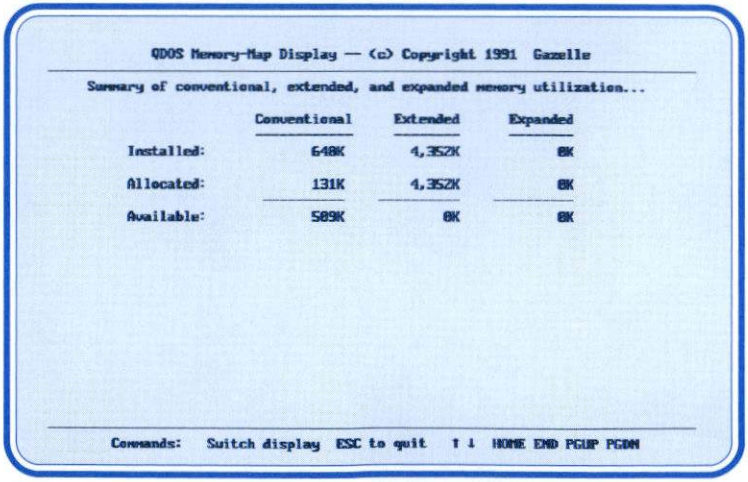
You can run this program as a stand-alone program by typing **QDMEMMAP** and pressing ENTER at the command line, or you can run it from the F2- Status screen of QDOS by pressing **M**. To exit the program, press either ESC or F10.

This program allows you to switch between four different memory displays:

- Summary of conventional, extended, and expanded memory utilization.
- List of all memory block allocations.
- List of memory usage by each resident program.
- List of device drivers currently in memory.

The following is a description of each display:

Summary of Memory Utilization



QDMEMMAP Memory Block Allocation.

This display shows the installed, allocated, and available memory in your computer for conventional, extended, and expanded types of memory.

In addition, if QDMEMMAP detects an active expanded-memory manager, it will display the LIM (Lotus/Intel/MicroSoft standard) version numbers and the page frame.

If the version of LIM is 3.2 or higher, all open handles will be displayed with a summary of the number of 16K pages allocated and the number of total bytes. Version 4.0 and higher allows for named handles; any names used will also be displayed.

This display lists all contiguous blocks of memory that DOS has allocated. The name of each block's owner is displayed, if it can be determined. This program name can usually be found in the "environment" segment for each program; however, some terminate-and-stay-resident (TSR) programs free up their environment segment before releasing control back to DOS – for these TSRs, the name "(no name)" will be displayed. Also, when using DOS version 2.X, "(no name)" will also be displayed for each program.

Memory Block Allocations

QDOS Memory-Map Display — (c) Copyright 1991 Gazelle

List of all current memory blocks allocated and free...

NAME	TYPE	SEGMENT	PARAGRAPHS	BYTES
	BOOT	0254H	0C30H	49,920
	ALLOC	0D85H	0004H	64
command.com	DOS	0DBAH	0094H	2,368
	FREE	0F1FH	0004H	64
	ENV	0F24H	0018H	384
	ENV	0F3DH	000CH	192
(no name)	PSP	0F4AH	0658H	25,984
	FREE	15A3H	0004H	64
(no name)	PSP	1B7FH	0801H	36,112
QD3.EXE	PSP	2451H	0009H	3,456
	ALLOC	252AH	000CH	192
command.com	DOS	2537H	0094H	2,368
	ENV	25CCH	0010H	256
	ENV	25DDH	000CH	192
QDMEMMAP.EXE	PSP	25E9H	3B8EH	14,568
	FREE	2979H	00FBH	4,016
	FREE	2875H	7508H	481,456

Commands: Switch display ESC to quit ↑ ↓ HOME END PGUP PGDN

QDMEMMAP Summary of Memory Utilization.

Every memory block allocated under DOS is essentially the same. However, there are certain general uses that QDMEMMAP identifies, reporting that usage as the TYPE for the block.

The following describes each type of block:

BOOT – this is the block of memory allocated during the boot process, and is used for device drivers, for DOS internal buffers, and for other general DOS overhead.

PSP – this is a "program-segment prefix" block. Every program running under DOS has a PSP which contains certain control information used by DOS to run (and to properly terminate) each program.

ENV – this is the "environment" segment allocated for each program. ENV contains special environment directives (for example, the PATH= setting) that some programs use. Also, under DOS 3.x and later, it contains the name of the running program.

DOS – this is a PSP segment identified as belonging to DOS (usually to COMMAND.COM). Otherwise, it is the same as a standard PSP block. (The name for this block is from the ENV segment; if it is not specifically listed, the name is from the COMSPEC= setting in the ENV segment. If neither of these are available, the name will be DOS segment.)

BAT – this is a block allocated by DOS to run a Batch file.

ALLOC – this general-purpose block is allocated by a program for its own use.

FREE – this is a block that has been sectioned off by DOS but is not currently allocated to any program.

SEGMENT – shows the memory segment address at which the memory block starts.

PARAGRAPHS – shows the size, in paragraphs – 16 bytes per paragraph, for the block.

BYTES – shows the actual number of bytes allocated for the block. Also, each block has an associated "memory-control block" (MCB) which occupies the paragraph (16 bytes) immediately preceding the allocated block of memory.

Memory Usage by Program

```
QDOS Memory-Map Display -- (c) Copyright 1991  Gazelle

Memory usage displayed in order by each active program...

Memory used in boot process (CONFIG.SYS plus overhead):
    BOOT  Segment at:  0254H    0C30H paragraphs (    49,920 bytes)
    ALLOC Segment at:  0E85H    0004H paragraphs (        64 bytes)
                Total Memory:  0C34H paragraphs (    49,984 bytes)
d:\command.com
  Parameters:   /q
  Interrupts:  2E
    DOS   Segment at:  0E8AH    0094H paragraphs (     2,368 bytes)
    ENV   Segment at:  0F24H    0018H paragraphs (       384 bytes)
                Total Memory:  00ACH paragraphs (     2,752 bytes)
(no name)
  Parameters:   SWB:7 C:1024
  Interrupts:  10 15 19
    PSP   Segment at:  0F4AH    0658H paragraphs (    25,984 bytes)
                Total Memory:  0658H paragraphs (    25,984 bytes)
c:\qdc\QD3.EXE
  Parameters:   /q
  Interrupts:  2F 44
    PSP   Segment at:  2451H    00D8H paragraphs (     3,456 bytes)

  Commands:   Switch display  ESC to quit  ↑ ↓  HOME END PGUP PGDN
```

QDMEMMAP Memory Usage by Program.

This display shows all memory used by each program in memory, followed by a summary of the free memory blocks. The total memory used by each program is also displayed.

The first line shows the amount of memory utilized by DOS in its boot-up process. Following this are shown any active and resident programs and batch files.

Each program will generally have both a PSP block and an ENV block. In addition, a program may also have one or more ALLOC blocks. For each of these blocks, both the starting segment and the paragraph size are displayed.

Also, if QDMEMMAP was able to identify the command-line parameters used for any program, they will be displayed on a Parameters: line for that program. Any interrupt vectors that can be identified as belonging to the program are shown on a line identified as Interrupts:.

The last part of this display shows all the FREE memory blocks with their total size. Also, the memory segment where the next program will be loaded is displayed (this is the same as the segment for this QDMEMMAP program).

Device Drivers

```
QDOS Memory-Map Display — (c) Copyright 1991 Gazelle

Complete list of device drivers loaded in memory...

NAME      LOCATION     STRTGY  INTRPT  CHR IOC IBM RMV GEN CLK NUL  IN OUT
--------  -----------  ------  ------  --- --- --- --- --- --- ---  -- ---
NUL       0116:0048H   :0DC6H  :0DCCH  ┘                       ┘
PC$MOUSE  068C:0000H   :1D5FH  :1D6AH  ┘
BACKIT-U  0663:0000H   :00BCH  :00C7H  ┘
Blk dev   03EB:0000H   :Z3A2H  :Z3ADH          ┘
Blk dev   03A0:0000H   :00CBH  :00D6H          ┘
CON       0299:0000H   :00C1H  :00CCH  ┘  ┘       ┘          ┘  ┘
XMSXXXX0  0255:0000H   :0043H  :004EH  ┘     ┘
CON       0070:00Z3H   :06F5H  :0700H  ┘                    ┘  ┘
AUX       0070:0035H   :06F5H  :07Z1H  ┘
PRN       0070:0047H   :06F5H  :0705H  ┘     ┘     ┘
CLOCK$    0070:0059H   :06F5H  :0739H  ┘              ┘
Blk dev   0070:006BH   :06F5H  :073EH          ┘  ┘       ┘
COM1      0070:007BH   :06F5H  :07Z1H  ┘
LPT1      0070:008DH   :06F5H  :070CH  ┘     ┘     ┘
LPT2      0070:009FH   :06F5H  :0713H  ┘     ┘     ┘
LPT3      0070:00B1H   :06F5H  :071AH  ┘     ┘     ┘
COM2      0070:00CAH   :06F5H  :07Z7H  ┘

Commands:  Switch display  ESC to quit  ↑ ↓  HOME END PGUP PGDN
```

QDMEMMAP Device Drivers.

This display shows all device drivers currently in memory. For each "character" device driver, its 8-byte name is displayed ("block" device drivers are shown as "Blk dev"). The location is the location of the device driver's header in segment:offset format; each driver's "strategy" and "interrupt" program offsets in that segment are also shown.

Each device driver has a list of attributes which QDMEMMAP displays. The attributes are as follows:

CHR – this is a "character" device (no check mark means this is a block device).

IOC – this device supports I/O Control commands.

IBM – for block devices - non-IBM format. For character devices - supports "output-until-busy".

RMV – supports removable media.

GEN – supports generic "get/set" logical device commands.

CLK – this is the "clock" device.

NUL – this is the "null" device.

IN – this is the "standard input" device.

OUT – this is the "standard output" device.

Appendix E: Network Information

Q-DOS uses the environment variable QNC to set where the configuration file QDOS.CFG is stored. This environment variable allows you to uniquely configure Q-DOS for each licensed user attached to your network.

Setting QNC

The QNC environment variable sets the path where the QDOS.CFG file be will placed. The QDOS.CFG file contains specific configuration information about the user's workstation environment; such as, Q-DOS color settings and command menu configurations.

For example, to place the QDOS.CFG file in the directory F:\USERS\JOHN for user John, type in the following into his Network Login Script:

SET QNC=F:\USERS\JOHN

or

SET QNC="F:\\USERS\\JOHN" (Novell™ networks only)

If the QNC environment variable is not set in the user's login script, Q-DOS will use the QDOS environment variable to find the QDOS.CFG.

Configure Command Menu

Once you have set the QNC environment variable in a user's login script, you can set which Q-DOS menu commands will be available for the user. To configure the user's Q-DOS command menu:

1. Log in to the network as the user (John in the example).
2. Run INSTALL and use the Setup Q-DOS option to set which Q-DOS menu commands the user will have access to.

If the INSTALLprogram is in a directory that every network user has access to, they will also have the ability to configure the menu commands. You may want to move or delete the INSTALL program from the public directory to deny access by your network users.

The other Q-DOS environment variables do the following:
QLOG – sets the path to where the QDOS.LOG file is located for network devices.
QDOS – sets the path to where the Q-DOS program files are located.

Appendix F: DOS Naming Conventions

Valid DOS File Names

Valid DOS file names consist of two parts:

- name
- optional extension

The name may consist of 1 to 8 characters: the extension may consist of 0 to 3 characters. Name and extension separated by a period (.); no spaces are allowed.

The following are valid characters for DOS file names:

- letters A through Z
- digits 0 through 9
- the special characters: $ & # @ ! % ( ) – { } _

No other characters are valid. The characters / and \, for example, are used to separate directories in a directory path. Letters may be upper or lower case, although DOS converts them all to upper case.

DOS Wildcard Characters

Several Q-DOS commands let you use the wildcard characters * and ?. They are variable characters that let you define groups of files with a single name.

- * (asterisk) can represent no characters or a string of one or more characters;
- ? (question mark) represents a single character only.

For example, the file string **QD*.*** would match both QD.EXE and QDCOLOR.COM. Note that in the filename QD.EXE, the first * matches no characters, as there are none between D and the . (period). In the case of QDCOLOR.COM, however, the first * matches a string of 4 characters.

The position that the * and ? occupy in the name defines the position that must be occupied by the character or characters that they represent.

Use of wildcards does not change the restrictions regarding the number of characters in a name. The number of the characters represented by the wildcards, added to the given characters, cannot exceed 8 for the name or 3 for the extension.

These are valid DOS wildcard names:

- ***.*** represents all names with any (or no) extension.
- ***.COM** represents all files with the .COM extension.
- **?.COM** represents all .COM files with a single-character name.
- **D?D.*** represents all file with three character names that consist of D, followed by any valid character, followed by D. The file name may have any extension, or no extension.

These are invalid file names:

- **TEST/A.EXE** (/ is an invalid character)
- **ABC . BAT** (the use of spaces in a file name is invalid)
- **D*D.OVL** (the character following the asterisk would be ignored)

Archive (flag)
Any time a file is created or modified, DOS sets a flag indicating that the file needs to be backed up.

AUTOEXEC.BAT
This batch file contains start-up procedures that customize DOS to the individual operator's needs each time the system is started.

BIOS (Basic Input/Output System)
Controls all input and output between memory and other devices.

Byte
The amount of storage space required to store one character of data.

Cluster
In DOS, a cluster is the smallest unit of disk storage.

Each file is made up of at least one cluster. As the size of a file increases, DOS will allocate additional clusters one-at-a-time for the file's expansion.

CONFIG.SYS
A file loaded at start-up to configure the operating system accommodating special hardware or software additions.

Configuration
A configuration is list of default settings affecting the way the software operates.

Cursor
An indicator which shows your current position on the screen. When using Q-DOS, the ARROW, HOME, and END keys move the cursor from command to command or from field to field for editing.

Default Directory
The current drive and directory used by the computer to save and retrieve files unless otherwise specified.

Directory
Used to organize data or program files on a storage medium in much the same way as the file folders are organized in the file drawers.

Directory Map
A tree-like graphical presentation of the relationships between directories.

Directory Path
The method DOS uses to locate a specific file, including the file's current directory and any parent directories. For example:

C:\SUBDIR1\SUBDIR2\FILENAME.EXT

Diskette (disk)
A removable storage medium onto which information is recorded for future use.

DOS (Disk Operating System)
A set of software programs which allow a microcomputer's hardware to communicate with and be accessed by software. DOS must be running before you can start Q-DOS.

DOS Device
A hardware device that is treated by DOS a standard DOS diskette drive. For example, some tape drives are treated by the operating system and the application software as very large diskettes. These devices can be accessed with drive letters.

DOS Environment Variables

DOS Environment Variables are values stored by DOS which provide software programs with information not embedded in the program itself. Users can set up variables in their environment and assign each a value. Variables in the DOS environment are strings of ASCII characters.

Environment variables have the following format:

VARIABLE=VALUE

An example of an environment variable would be the QLOG variable used by Q-DOS. It might look something like this in the DOS environment:

QLOG=C:\QDOS

DOS Prompt

The ">" (greater than) symbol that lets the operator know that the computer is ready for a command to be entered.

Drive Name

The "C:" (letter and colon) that identifies the disk drive you want to use. For example: C:\QDOS\QD3.EXE identifies the program file QD3.EXE within the subdirectory QDOS which is in the root directory on drive C.

FAT (File Allocation Table)

An area on every disk where the operating system stores the location of each file. The table also allocates the free space so there is enough room to create new files.

File Attributes

Every file has a flag to designate one of the following attributes:

A=archive flag
S=system file
R=read-only
H=hidden

File Name
A name selected to identify a specific group of data. Filenames can have up to 8 characters (numbers or letters) plus a 3 character extension. The extension must follow a period as the following example shows:

QD3.EXE

Floppy (disk)
A magnetically coated flexible mylar disk enclosed in a protective plastic jacket, used for storing files.

Format (a disk)
The process of preparing a disk to index and store data by setting up tracks and sectors on the disk.

Format (360K)
A 5 1/4" diskette with 40 tracks per side and 9 sectors per track.

Format (720K)
A 3 1/2" diskette with 80 tracks per side and 9 sectors per track.

Format (1.2MB)
A 5 1/4" diskette with 80 tracks per side and 15 sectors per track.

Format (1.44MB)
A 3 1/2" diskette with 80 tracks per side and 18 sectors per track.

Hard Disk (Fixed Disk)
A storage medium which is solid, continually spinning, and magnetically coated. It is referred to as fixed because it is permanently inside the computer and not removable.

Hardware
The part of the computer you can touch, such as the monitor or printer.

IBMBIO
A hidden program within DOS that acts as an interface between DOS programs, applications programs and the BIOS (Basic Input/Output System).

IBMDOS
A hidden program within DOS that controls the organization of data on a disk and keeps track of the location of each file.

KB (Kilobyte)
Refers to about one thousand (actually 1,024) bytes of space.

MB (Megabyte)
Refers to about one million (actually 1,048,576) bytes of space.

Memory
The temporary storage area where programs reside when in use. Memory is erased when the power is interrupted or turned off.

Root Directory
The main directory that DOS creates on each disk; the top directory in the multi-level filing system.

Sector
DOS allocates space for files in groups of sectors called clusters. The number of sectors in a cluster varies according to the type of disk and the version of DOS you are running. For example, a 360K diskette has 9 sectors, while a 1.2MB high density diskette has 15 sectors. These sectors divide the tracks on the disk for file allocation purposes.

Subdirectory
A directory within a directory. For example:

C:\WORD\LETTERS\GEORGE.LTR

"GEORGE.LTR" is a file within the directory "LETTERS" which is a subdirectory of "WORD," a subdirectory of the root directory on drive C:.

Tracks
Concentric circles on a disk where data is written and retrieved. The number of tracks on a disk depends on the type of disk and how it is formatted. For example, if you format a disk with a 360K format you set up 40 tracks (0-39) per side; all other formats (720K, 1.44MB, and 1.2MB) will give 80 tracks (0-79) per side.

TSR (Terminate and Stay Resident)
A program designed to remain in memory after completion. This makes it possible for the operator to quickly reactivate the program without having to reload it.

Volume
A logical drive (C:, D:, etc.) or a network drive (GAZELLE/SYS:, etc.).

Window
A restricted area on the computer screen where you view program options, other parts of a file, or edit data within the file.

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Notes

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